



## Staff Accountant

### Position Description

**Position:** Staff Accountant

**Job Classification:** Non-Exempt

**Reports to:** Controller/Director, Accounting Services

**Direct Reports:** N/A

#### Essential Job Functions:

- Performs various clerical and routine accounting tasks in support of an operating unit, to include posting entries, processing payments, analyzing, verifying and posting transactions to journals, ledgers and other records.
- Analyzes, investigates, and corrects accounting entries as needed.
- Performs reconciliation of complex transactions.
- Responds to inquiries and contacts other departments and/or vendors to resolve a variety of problems.
- May act as lead to less senior staff.
- May specialize in one or more areas of the accounting function as designated by manager.
- Ensure the timely and accurate processing of employee information as it pertains to compensation, benefits, and hours worked.
- Process bi-weekly payroll using automated timekeeping and payroll systems

Duties and responsibilities may be added, deleted or changed at any time at the discretion of management, formally or informally, either verbally or in writing.

#### Competencies:

- Advanced knowledge of accounting procedures
- Ability to prepare routine administrative paperwork.
- Records maintenance skills.
- Advanced data entry, spreadsheet and/or word processing skills.
- Ability to analyze and solve complex problems.
- Knowledge of cash management principles and/or procedures.
- Ability to sort, check, count, and verify numbers.
- Knowledge of invoicing procedures.
- Ability to perform advanced accounting procedures.
- Account balancing skills.
- Knowledge of accounts payable procedures and practices.
- Ability to use an automated accounting system.
- Ability to work autonomously with minimal supervision

#### Minimum Education Requirements:

Bachelor's degree

#### Minimum Background Requirements:

3-5 years previous experience that is directly related to the duties and responsibilities specified.

#### Physical Requirements:

Must be in good physical condition to withstand the stress and demands of position. Must be able to withstand occasional to routine stress due to job requirements and deadlines. Manual dexterity, good eye-hand coordination, adequate vision, and hearing needed in daily work. Good voice quality and a friendly voice tone are desired. Must be able to easily walk, sit, stand, and lift up to twenty pounds up to 75% of the working day.

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**I have reviewed this position description and understand that I am expected to abide by these standards as outlined. I understand that I will be evaluated on these standards during my reviews.**

\_\_\_\_\_  
(Print Name - Employee)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature - Employee)

\_\_\_\_\_  
(Signature – Supervisor)

\_\_\_\_\_  
(Date)