**Job Description**

**Title:** Staff Accountant

**Department:** Finance &Accounting

**Reports To:** Accounting Manager

**FLSA Status:** Exempt

**Date:** 8-1-17

**Job Summary:** The primary purpose of the position is to apply principles of accounting to analyze financial information and maintain the integrity of all accounting transactions. The staff accountant will provide data and transactions in an analytical presentation of information.

**Essential Duties/Responsibilities:** (additional duties may be assigned)

* Prepare accounting entries to document business transactions.
* Perform account reconciliations of all balance sheet accounts.
* Assist in entering cash receipts.
* Maintain fixed asset records and record monthly depreciation.
* Maintain and reconcile prepaid balances.
* Identify and maintain expense accruals.
* Record monthly debt transactions.
* Make recommendations to changes in accounting systems and accounting control procedures.
* Assist in the month-end closing process.
* Work with the project accountants providing analytical data and support.

**Education/Experience:** Bachelor's degree with major in accounting, CPA a plus; entry level accountants considered. Working knowledge of Microsoft Word and Excel; excellent oral, written, and comprehensive skills; solid interpersonal skills with the ability to work with all levels of personnel; strong applicable math skills; excellent organizational, problem solving, and analytical skills.

**Physical Requirements:** Regularly required to sit; occasionally required to stand; walk; occasionally lift and/or move up to 15 pounds; noise level is usually quiet.

I acknowledge that I have received a copy of this job description.

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Signature of Employee Date