

Staff Accountant: Staff Accountant II

Applies principles of accounting to analyze financial information and prepare financial reports. Maintains or oversees the control of accounts and records in such areas as disbursements, expenses, tax payments and income. Compiles and analyzes financial information to record transactions, prepare reports, and review and verify accuracy. Prepares balance sheet and profit and loss statements, consolidated financial statements, and other accounting schedules and reports. May design, modify, install and/or maintain accounting systems to ensure an adequate recognition of financial transactions. Responsible for the adherence to and communication of accounting and auditing policies and procedures.

Knowledge

Frequent use and general knowledge of industry practices, techniques and standards. General application of concepts and principles.

Problem Solving

Develops solutions to a variety of problems of moderate scope and complexity. Refers to policies and practices for guidance.

Discretion/Latitude

Works under only very general supervision. Work is reviewed for soundness of judgment and overall adequacy and accuracy.

Impact

Contributes to the completion of organizational projects and goals. Errors in judgement or failure to achieve results would normally require a moderate expenditure of resources to rectify.

Liaison

Frequent internal company and external contacts. Represents organization on specific projects.

Work Products (Examples may include but are not limited to)

Analyzes and reviews journal vouchers, general ledger and other accounting/financial statements, records and reports. Assists in monitoring the cash flow requirements of the organization. Interfaces with various accounting/financial personnel to assist in resolving complex discrepancies. Assists in the preparation of monthly reports such as the profit and loss statement and balance sheet. Assists in the preparation of the monthly and quarterly financial package.

Minimum Education and Experience

3+ years directly related experience with Bachelor's Degree in Finance, Business or related field. Intermediate MS Word, PowerPoint and Excel skills.