

Staff Accountant: Staff Accountant III

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

Complete understanding and application of principles, concepts, practices and standards. Full knowledge of industry practices.

Problem Solving

Develops solutions to a variety of complex problems. May refer to established precedents and policies.

Discretion/Latitude

Work is performed under general direction. Participates in determining objectives of assignment. Plans schedules and arranges own activities in accomplishing objectives. Work is reviewed upon completion for adequacy in meeting objectives.

Impact

Exerts some influence on the overall objectives and long-range goals of the organization. Erroneous decisions or failure to achieve objectives would normally have a serious effect upon the administration of the organization.

Liaison

Represents organization as a prime contact on contracts or projects. Interacts with senior internal and external personnel on significant matters often requiring coordination between organizations.

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

Prepares, reviews, analyzes and reconciles journal vouchers, general ledger and other accounting/financial statements, records and reports. Monitors cash flow requirements of the organization. Interfaces with various accounting/financial personnel to resolve discrepancies. Prepares monthly reports such as the profit and loss statement and balance sheet. Assists with the preparation of monthly and quarterly financial package. Interfaces with DCAA and CPA firm in assisting in the resolution of accounting and stock issues. Monitors fixed assets for cash requirements and depreciation schedules. May provide supervision to lower level positions.

Minimum Education and Experience

6+ years directly related experience with Bachelor's Degree in Finance, Business or related field. Advanced MS Word, PowerPoint and Excel Skills.