



# Staff Accountant

The ideal candidate will be responsible for supporting and assisting the Accounting Manager in daily and monthly accounting tasks, as well as other ad-hoc projects. Key activities include accounts payable processing and working closely with engineers when variances arise between vendor invoices and internal PO's, recording of cash receipts, and invoicing customers. Other responsibilities include maintaining general ledger accuracy and supporting the Accounting Manager in timely month-end and year-end close processes.

## Responsibilities

- Accounts payable processing, including ensuring accuracy of invoices and payments, and researching and resolving vendor inquiries
- Prepare bi-weekly aging report to print/mail checks and prepare ACH file to be submitted through online banking platform
- Customer invoicing
- Record cash receipts
- Aged AR inquiry and collection
- Process expense reports and other data entry for payroll
- Reconcile various balance sheet accounts monthly
- Reconcile monthly corporate credit card transactions
- Help maintain accounting and accounts payable inboxes
- Assist with year-end review and insurance audits
- Assist with other ad-hoc projects such as completing 1099s, lien waivers, and new customer forms

## Job Characteristics

- Highly accountable work environment
- Fast-paced environment with a focus on timely and correct results
- Refining processes to gain efficiencies for daily and monthly tasks

## Qualifications

- Bachelor's degree in Accounting
- 2+ years of recent and relevant accounting experience
- Proficient in MS: Excel, Word, Office, etc.
- Working knowledge of GAAP accounting principles
- Solid understanding of financial statements, journal entries and data entry in accounting software

- High attention to detail
- Strong organizational and ability to prioritize multiple tasks independently
- Excellent verbal and written communication skills