



Staff Accountant (Hybrid)

Job Summary:

The Staff Accountant will prepare and maintain financial records to track the organization's assets, liabilities, profit and loss, while managing accounts payable and generating accounts receivable and other related financial activities.

Duties/Responsibilities:

- Prepares monthly balance sheets, income statements, and profit and loss statements.
- Maintains the general ledger.
- Assists controller in monthly closing of books.
- Reconciles bank accounts monthly, verifies deposits, and addresses inquiries from banks.
- Reconciles cash disbursement accounts, customer accounts, manages accounts receivable collections.
- Codes and enters invoices, sets up new accounts, and reconciles accounts.
- Verifies and completes entering and paying of invoices associated with accounts payable and ensures payments are charged to the appropriate accounts.
- Provides outside auditors with assistance; gathers necessary account information and documents to perform annual audit.
- Maintains knowledge of acceptable accounting practices and procedures.
- Performs other related duties as assigned.

Required Skills/Abilities:

- Excellent verbal and written communication skills.
- Excellent organizational skills and attention to detail.
- Knowledge of general financial accounting.
- Understanding of and the ability to adhere to generally accepted accounting principles.
- Ability to correctly prepare tax reports.
- Proficient with Microsoft Office Suite and accounting software.

Education and Experience:

- Bachelor's degree in Accounting, or related field, required.
- At least three years of related experience required.

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