



**Job Title:** Staff Accountant

**Employment Status:** Full Time

**Department:** Accounting & Finance

**Reports to:** Accounting Supervisor

**Function:** Responsible for preparing journal entries, account reconciliations, A/P and/or A/R functions, evaluating and documenting existing controls and processes and other accounting duties.

**Essential Tasks and Duties:**

- A/P functions including generating aging reports, entering bills, processing checks and electronic payments
- A/R functions including generating aging reports, posting of payments to customer accounts, invoicing, and collections calls
- Prepare journal entries
- Assist with month-end closing procedures
- Prepare Sales tax returns
- Maintain fixed asset records and run depreciation reports
- Prepare business taxes, licenses
- Compile and sort documents, such as invoices, packing slips, shipping documents and checks to substantiate business transactions
- Participate in efficiency projects
- Other projects/duties as assigned

**Knowledge and Skills:**

- Capable knowledge of accounting procedures and practices
- Analytical, problem solving, troubleshooting and organizational skills
- Strong written and oral communication skills
- Strong data entry and 10-key by touch abilities

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- Ability to work toward and achieve scheduled deadlines
- Strong computer skills, with an above average knowledge of Microsoft Office products
- Strong attention to detail
- A high degree of confidentiality required
- Hands on, energetic and motivated self-starter

**Education:**

- Bachelors degree in Accounting or equivalent experience

**Experience:**

- 5 years of experience in general accounting
- Experience with Peachtree or Navision preferred

**Benefit: 401K, Profit Sharing, Medical Insurance, Dental Insurance, Vision Insurance, Life Insurance & Tuition Assistant Program**

Disclaimer The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.