Title	**Staff Accountant**
Reports to	**Accounting Manager**

Job Description

The Staff Accountant will prepare consolidated internal and external financial statements by gathering and analyzing information from the general ledger system and from departments. They will provide support to accounts payable and payroll processing. As such, the successful candidate will be able to multi-task, work independently and have very strong customer service and computer skills. Reliability and dependability is essential. Position is full-time, exempt. Pay is DOE.

Duties and Responsibilities

- Prepare consolidated internal and external financial statements by gathering and analyzing information from the general ledger system and from departments.
- Prepare general ledger entries by maintaining records and files; reconcile accounts.
- Develop and implement accounting procedures by analyzing current procedures and recommending changes.
- Answer accounting and financial questions by researching and interpreting data.
- Protect organization's value by keeping information confidential.
- Assist with the month-end close process and related financial analysis.
- Effectively communicate with Project Managers regarding contract documents, change orders, and other contract modifications, approvals, and any additional services related to billing.
- Prepare invoicing packages for all projects, including all backup.
- Send invoices to appropriate personnel and file invoices in respective project folder.
- Work with the cash receipts team member to reconcile variances that occur in the application of cash.
- Generate receivable and profitability reports.
- Analyze the monthly income statement accounts.
- Prepare balance sheet account reconciliations as directed by the Accounting Manager.
- Prepare special project analyses for the Project Managers and others.
- Perform additional assignments as directed by the Accounting Manager.
- Provide support to accounts payable and payroll processing.
- Other duties as assigned.

Required Knowledge, Skills, and Abilities

- Must have competency in Microsoft applications including Word, Excel and Outlook.
- Must be able to work well with others under deadline situations and respond to changes in priorities.
- Good written and verbal communication skills and strong organizational skills are required.
- Must be able to work independently, take initiative, set priorities, and see projects through to completion.
- Must be able to successfully pass a pre-employment drug test and background check.

Education and Experience

- Bachelor's degree in accounting. Work experience may be considered in lieu of degree.
- 0-4 years of General Ledger experience.
- Previous data and systems analysis experience helpful, but not required.
- Previous public accounting or manufacturing industry experience is preferred.
- SAP ERP / Accounting software experience is preferred.

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