***REPORTING RELATIONSHIP & FUNCTIONAL ROLE***

This person reports directly to the Finance and Accounting Manager. The **Staff Accountant** is responsible for reconciling, reporting, analyzing, and other Accounting functions.

***REQUIREMENTS & CONDITIONS***

* ***Education:*** High school diploma or an equivalent. Prefer a Bachelor’s in Accounting, Business or related field.
* ***Experience:*** Two years of work experience in all Accounts Receivable, Accounts Payable and General Ledger Accounting; job costing, asset and depreciation schedule experience preferred.
* ***Skills, Knowledge, Abilities:*** Computer knowledge with average to advanced skills using Microsoft Office products.
* ***Character Traits:*** 
  + Team oriented and spirited
  + Dependable
  + Integrity
* ***Physical Requirements:*** Standing, sitting, walking, and bending.
* ***Working Conditions/Environment:*** Office conditions.

***RESPONSIBILITIES AND JOB DUTIES***

***Responsibilities:***

* Maintain asset schedule; calculate depreciation expense, administer sales tax returns
* Calculate weekly cash flow and cash projections
* Process monthly salespersons’ commissions
* Make journal entries
* Assist in reconciling Financial Statement accounts to ledgers, as assigned.
* Protect company’s confidential information
* Serve as backup to Accounting Manager
* Participate in additional tasks and projects as assigned

***Administrative/General:***

* Assist in the development, review, and maintenance of processes, procedures, and guidelines.

Reviewed and Accepted by:

Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_