

TITLE: STAFF ACCOUNTANT

Reports to: Accounting Manager, Client Services

FLSA: Exempt

JOB SUMMARY

Follows generally accepted accounting principles to complete bookkeeping/accounting transactions, prepare preliminary financial reports, answer client inquiries.

ESSENTIAL FUNCTIONS

- Act as the Accounting Information Systems Specialist to customize client setups and ensure the software operates in compliance with generally accepted accounting principles.
- Document client procedural protocols, and processes
- Recommend ways to streamline the accounting activities
- Prepare month end internal financial reporting packages

JOB SPECIFICATIONS

PHYSICAL DEMANDS and WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

This is primarily a SEDENTARY job exerting up to 10 lbs. of force occasionally and a negligible amount of force frequently to lift, carry, push, pull, or otherwise move objects. Involves sitting most of the time but may involve walking or standing for brief periods of time. While performing the duties of this position, the employee must be able to remain in a stationary position 90% of the time while operating a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer.

The person in this position frequently communicates with clients, vendors and co-workers and they must be able to exchange accurate information in these situations. The noise level in the work environment is usually low to moderate.

QUALIFICATIONS & EDUCATION/EXPERIENCE REQUIREMENTS

The ideal candidate should have A Bachelor's degree in Accounting with 5+ years of progressive experience in full cycle accounting, auditing, and systems. Multi-industry experience is strongly preferred. Experience with a variety of accounting systems, but exceptional QuickBooks knowledge

required. ProAdvisor Certification strongly preferred. A self-starter adept at learning new technology with strong technical writing skills and excellent verbal communication skills. Customer focused, detail oriented, and very strong organizational skills.

LANGUAGE ABILITY

Ability to read, to understand, and interpret common business terms. Ability to comprehend procedures and flows of bookkeeping. Ability to effectively present information to supervisory staff.

MATH ABILITY

Ability to apply mathematical operations to such tasks as account reconciliation, payroll, work paper preparation and other month-end closing procedures as assigned. Moderate keyboarding and very strong 10 key skills required.

REASONING ABILITY

Ability to define & solve problems, collect data, establish facts, and draw valid conclusions. Ability to question issues and escalate issues when necessary. Must be detail oriented and well organized.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

POSITION COMPETENCIES

- **Adaptability:** Accepts criticism and feedback; Adapts to changes in the work environment; Changes approach or method to best fit the situation; Manages competing demands.
- **Communications:** Exhibits good listening and comprehension; Able to express thoughts and ideas clearly; Excellent writing and editing skills; Keeps others adequately informed; Selects and uses appropriate communication methods; Actively participates in meetings and group discussions.
- **Continuous Learning:** Assesses own strengths and weaknesses; Pursues training and development opportunities; Seeks feedback to improve performance; Shares expertise with others; Strives to continuously build knowledge and skills.
- **Customer Service:** Displays courtesy and sensitivity; Manages difficult or emotional customer situations; Meets commitments; Responds promptly to customer needs; Solicits customer feedback to improve service.
- **Problem Solving:** Develops alternative solutions; Gathers and analyzes information skillfully; Identifies problems in a timely manner; Resolves problems in early stages; Works well in group problem solving situations.
- **Quantity:** Achieves established goals; Completes work in timely manner; Meets productivity standards; Strives to increase productivity; Works quickly.
- **Quality:** Applies feedback to improve performance; Demonstrates accuracy and thoroughness; Displays commitment to excellence; Looks for ways to improve and promote quality; Monitors own work to ensure quality.
- **Teamwork:** Balances team and individual responsibilities; Contributes to building a positive team spirit; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Puts success of team above own interests.

CORE COMPETENCIES

- **Continuous Learning:** Assesses own strengths and weaknesses; Pursues training and development opportunities; Seeks feedback to improve performance; Shares expertise with others; Strives to continuously build knowledge and skills.
- **Quality:** Applies feedback to improve performance; Demonstrates accuracy and thoroughness; Displays commitment to excellence; Looks for ways to improve and promote quality; Monitors own work to ensure quality.
- **Dependability:** Commits to doing the best job possible; Follows instructions, responds to management direction; Keeps commitments; Meets attendance and punctuality guidelines; Responds to requests for service and assistance; Takes responsibility for own actions.
- **Innovation:** Develops innovative approaches and ideas; Displays original thinking and creativity; Generates suggestions for improving work; Meets challenges with resourcefulness.
- **Teamwork:** Balances team and individual responsibilities; Contributes to building a positive team spirit; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Puts success of team above own interests.

OTHER RESPONSIBILITIES:

This job specification should not be construed to imply that these requirements are the exclusive standard of the position. Incumbents will follow any other instructions, and perform any other related duties, that may be required by their management.