



AN ARTERA COMPANY

Staff Accountant

Classification: Non-Exempt

Reports To: Controller

Date: February 11, 2021

Job Description

Summary

The Staff Accountant is responsible for timely and accurate preparation of financial data in a variety of areas. The Staff Accountant maintains financial records and reports, performs account reconciliations, assists with budget and close processes, and maintains accounts payable documentation. This position is analytical in nature and will be assisting the controller as needed and respond to information requests by management and for auditing purposes.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- 1) Performs monthly bank settlements
- 2) Assists in daily positive pay cash requirements
- 3) Assists in reconciling balance sheet accounts, monthly
- 4) Maintains financial reports, records, and general ledger accounts.
- 5) Prepares journal entries, analysis, and account reconciliations and assists with monthly close processes
- 6) Manages credit card program
- 7) Reconciles PENTA and Blackline during monthly close
- 8) Utilizes Lease query system for tracking leases
- 9) Assists in annual audit process and preparation
- 10) Assists Controller as needed

Competencies

- 1) Analyze and understand financial reports.
- 2) Understand business practices, approaches, organization, politics, and culture.
- 3) Manage projects; planning, prioritizing, and administering work.
- 4) Communicate and listen; gather information.
- 5) Focus on results.

- 6) Think strategically.
- 7) Influence and persuade.
- 8) Be adaptable.

Supervisory Responsibility

This position has no supervisory responsibility. This job operates in a clerical office setting.

Physical Demands

This is largely a sedentary role; however; some physical demand is required. This would require the ability to lift computers, move various office furniture, and bend or stand as necessary.

Position Type/Expected Hours of Work

This is a full-time position. Days and hours of work are typically Monday through Friday from 8:00 A.M. until 5:00 P.M. Evening and other weekend work may be required as job duties demand.

Travel

There is limited travel requirements for this position.

Required Education and Experience

- 1) Bachelor (4-year) degree, with an accounting or finance major, preferred.
- 2) Strong mathematical, analytical, and problem solving skills required.
- 3) Minimum of two years' experience in accounting or related field.
- 4) Ability to multitask.
- 5) Experience working with generally accepted accounting principles (GAAP) and accounting software.
- 6) ERP system experience.
- 7) Strong organizational skills with high attention to detail.
- 8) Proficiency in Microsoft Office Programs and experience utilizing Excel.

Additional Eligibility Qualifications

None required for this position.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.