

Position Opening Notice

Position: Staff Accountant (Full Time)

Department: Financial Accounting

Reports To: Accounting Manager

Duties: Primary responsibility will be managing all general ledger accounts. This includes reviewing daily entries for accuracy and reconciling all assigned accounts. Additional duties will include supporting other Accountants through understanding and knowledge of department duties and responsibilities. Performs daily, weekly and month-end reconcilements with necessary entries for various general ledger accounts. Provides operational support and guidance to financial center and support department teams. Assists VP-Controller and Accounting Manager with projects and other related duties. Position may require additional hours due to monthly deadlines or projects.

Qualifications: Four (4) year degree in Accounting, plus three (3) years of related experience or equivalent combination of education and experience. Strong organizational skills, efficient, and good with follow through. Ability to take initiative and work without close supervision. Good communication skills both verbal and written. MUST work well with all staff and management and perform as a member of a team.