



Title Staff Accountant

Department(s) Accounting

Reports to Accounting Director

Job summary

This full-time position will work with others in the department in the areas of accounts payable, accounts receivable and billing, and month end reconciliations. The ideal candidate will be able to apply accounting procedures in a fast-paced environment.

Overview

- Obtaining and organizing receipts for employee travel expenses
- Reconciling credit card accounts
- Assist with accounts payable and bill payment processes
- Assist with accounts receivable and client invoices
- Reconcile vendor and client invoices compared to budget amounts
- Various month end account reconciliations
- Investigate discrepancies identified by others
- Scanning and filing documents
- Other duties as assigned

Qualifications

- College degree in accounting
- 4+ years relevant work experience post-college
- Proficient in Microsoft Office programs
- Ability and willingness to learn in-house software and platforms
- Organized with attention to detail and accuracy