



Job Description Staff Accountant

SUMMARY:

Provide leadership and coordination of company financial planning and reporting while ensuring that company accounting procedures conform to generally accepted accounting principles (GAAP). Ensures that the organization has strong financial controls and procedures in place for all budget management functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Must be capable of regular and predictable attendance
 - Able to work overtime and weekends as needed
 - Able to work holidays as needed
- Conducts internal benchmarking and comparative analysis in efforts to measure the financial performance of divisions
- Manages the preparation of all monthly, quarterly, and annual financial reports and statements
- Coordinates and oversees all accounting audit procedures
- Communicates and reports on company financial activities to management
- Takes initiative to work cross functionally on projects that help the company set and achieve its financial targets
- Responds to financial questions from internal and external customers
- Performs other duties as needed and/or assigned

QUALIFICATIONS:

- Bachelor's degree in finance or accounting or work equivalent to five years financial experience
- Experienced with computers and related accounting, word processing, spreadsheet, and database software
- Knowledge of finance, accounting, budgeting, and cost control principles, including GAAP
- Exceptional leadership, communication, analytical, and problem solving abilities
- Ability to demonstrate discretion due to confidential nature of work

WORK ENVIRONMENT:

The work environment and physical characteristics are representative of those that an employee encounters while performing the essential functions of this position. Refer to the "Essential and Marginal Function Analysis" statement for a complete description of essential functions and functional requirements.