

Job Description

Staff Accountant

General Overview of Duties:

The purpose of this position is to assist in duties related to the General Ledger, Payroll, Accounts Payable, Credit Card program, Budget, Payroll, Financial and Regulatory Reporting and Secondary Market activity.

Supervision Received:

Work under the supervision of Chief Financial Officer.

Essential Duties:

- Reconcile all General Ledger cash accounts with monthly bank statements. Assist in posting monthly, quarterly and yearly journal transactions.
- Assist in period close process including month end, quarter end and year end.
- Assist in the preparation of monthly entries for investment portfolio.
- Manage Bank credit cards. Initiate monthly check request for Corporate Credit Card and allocate all charges as provided.
- Administer payroll, related tax remittances and periodic tax filings.
- Assist in preparation of internal monthly, quarterly and year-end Financial Reporting.
- Assist in preparation of budget.
- Assist with audit preparation.
- Provide backup for accounts payable.
- Provide backup for secondary market remittances, reconciliation and reporting.
- Assist with special projects as they arise.

Knowledge, Skills and Abilities Required:

- Education: Bachelor's Degree.
- Experience in accounting or accounting related field.
- Working knowledge of computer file management, Excel software, and accounting.
- Strong critical and mathematical reasoning skills.