

# Staff Accountant: Staff Accountant I

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Applies principles of accounting to analyze financial information and prepare financial reports. Maintains or oversees the control of accounts and records in such areas as disbursements, expenses, tax payments and income. Compiles and analyzes financial information to record transactions, prepare reports, and review and verify accuracy. Prepares balance sheet and profit and loss statements, consolidated financial statements, and other accounting schedules and reports. May design, modify, install and/or maintain accounting systems to ensure an adequate recognition of financial transactions. Responsible for the adherence to and communication of accounting and auditing policies and procedures.

## **Knowledge**

Limited use and/or application of basic principles, theories and concepts. Limited knowledge of industry practices and standards.

## **Problem Solving**

Solves routine problems of limited scope and complexity by following established policies and procedures.

## **Discretion/Latitude**

Work is closely supervised. Follows specific, detailed instructions.

## **Impact**

Contributions are usually limited to task-related activities. Errors do not typically have a major effect on the organization.

## **Liaison**

Contacts are primarily with immediate supervisor and other personnel in the section or group.

## **Work Products (Examples may include but are not limited to)**

Reviews journal vouchers, general ledger and other accounting/financial statements, records and reports. Interfaces with various accounting/financial personnel to assist in resolving simple discrepancies. Assists in the preparation of monthly reports such as the profit and loss statement and balance sheet.

## **Minimum Education and Experience**

1+ years directly related experience with Bachelor's Degree in Finance, Business or related field. Basic MS Word, PowerPoint and Excel skills.