

Staff Accountant: Sr. Staff Accountant

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

Contributes to the development of new concepts, techniques and standards. Considered expert in field within the organization.

Problem Solving

Develops solutions to complex problems that require the regular use of ingenuity and innovation. Ensures solutions are consistent with organization's objectives.

Discretion/Latitude

Work is performed without appreciable direction. Exercises considerable latitude in determining objectives and approaches to assignment.

Impact

Effects of decisions are long-lasting and heavily influence the future course of the organization. Errors in judgment or failure to achieve results would result in the expenditure of large amounts of company resources.

Liaison

Serves as consultant to management and special external spokesperson for the organization on major matters pertaining to its policies, plans and objectives.

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

Prepares, reviews, analyzes and reconciles journal vouchers, general ledger and other accounting/financial statements, records and reports. Monitors cash flow requirements of the organization. Interfaces with various accounting/financial personnel to resolve discrepancies. Prepares monthly reports such as the profit and loss statement and balance sheet. Prepares monthly and quarterly financial package. Interfaces with DCAA and CPA firm in resolving accounting and stock issues. Works with other accounting groups to develop costs for fringe pools. Reviews and monitors fixed assets for cash requirements and depreciation schedules. Responsible for monitoring reserve schedule. Conducts internal audits.

Minimum Education and Experience

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