

# 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.

Level 1		Level 2		Level 3		Level 4	
Staff Accountant I		Staff Accountant II		Staff Accountant III		Sr. Staff Accountant	
Knowledge	Limited use and/or application of basic principles, theories and concepts. Limited knowledge of industry practices and standards.	Frequent use and general knowledge of industry practices, techniques and standards. General application of concepts and principles.		Complete understanding and application of principles, concepts, practices and standards. Full knowledge of industry practices.		Contributes to the development of new concepts, techniques and standards. Considered expert in field within the organization.	
Problem Solving	Solves routine problems of limited scope and complexity by following established policies and procedures.	Develops solutions to a variety of problems of moderate scope and complexity. Refers to policies and practices for guidance.		Develops solutions to a variety of complex problems. May refer to established precedents and policies.		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 closely supervised. Follows specific, detailed instructions.	Works under only very general supervision. Work is reviewed for soundness of judgment and overall adequacy and accuracy.		Work is performed under general direction. Participates in determining objectives of assignment. Plans schedules and arranges own activities in accomplishing objectives. Work is reviewed upon completion for adequacy in meeting objectives.		Work is performed without appreciable direction. Exercises considerable latitude in determining objectives and approaches to assignment.	
Impact	Contributions are usually limited to task-related activities. Errors do not typically have a major effect on the organization.	Contributes to the completion of organizational projects and goals. Errors in judgement or failure to achieve results would normally require a moderate expenditure of resources to rectify.		Exerts some influence on the overall objectives and long-range goals of the organization. Erroneous decisions or failure to achieve objectives would normally have a serious effect upon the administration of the organization.		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	Contacts are primarily with immediate supervisor and other personnel in the section or group.	Frequent internal company and external contacts. Represents organization on specific projects.		Represents organization as a prime contact on contracts or projects. Interacts with senior internal and external personnel on significant matters often requiring coordination between organizations.		Serves as consultant to management and special external spokesperson for the organization on major matters pertaining to its policies, plans and objectives.	

	Level 1	Level 2	Level 3	Level 4
	Staff Accountant I	Staff Accountant II	Staff Accountant III	Sr. Staff Accountant
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.	Analyzes and reviews journal vouchers, general ledger and other accounting/financial statements, records and reports. Assists in monitoring the cash flow requirements of the organization. Interfaces with various accounting/financial personnel to assist in resolving complex discrepancies. Assists in the preparation of monthly reports such as the profit and loss statement and balance sheet. Assists in the preparation of the monthly and quarterly financial package.	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. Assists with the preparation of monthly and quarterly financial package. Interfaces with DCAA and CPA firm in assisting in the resolution of accounting and stock issues. Monitors fixed assets for cash requirements and depreciation schedules. May provide supervision to lower level positions.	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	1+ years directly related experience with Bachelor's Degree in Finance, Business or related field. Basic MS Word, PowerPoint and Excel skills.	3+ years directly related experience with Bachelor's Degree in Finance, Business or related field. Intermediate MS Word, PowerPoint and Excel skills.	6+ years directly related experience with Bachelor's Degree in Finance, Business or related field. Advanced MS Word, PowerPoint and Excel Skills.	10+ years directly related experience with Bachelor's Degree in Finance, Business or related field. Advanced MS Word, PowerPoint and Excel skills.