

## Staff Accountant

### Background/Work Experience Required:

- Associates Degree (A.A.) or equivalent from two year college or technical school.
  - 2 years of related accounts payable experience and/or equivalent combination of education and experience.
- 2 years of Cash Receipts, Purchase Orders and Purchase Order Tracking experience.
- 2 years of preparing journal entries and performing account analysis.
- 2 years of experience assisting with the preparation of reporting slides and internal reporting packages.
- 2 years of project management experience within the accounting function.
- Proven experience with calculation of figures and amounts such as discounts, interest, commissions, proportions, and percentages.
- Highly proficient in MS Software application, specifically, Excel, Word, and Access.

### Preferred but not Required Experience:

- Prior hands on experience with Microsoft Dynamics SL.

### Responsibilities and Duties:

The Staff Accountant will be responsible for producing and sending accurate weekly reporting and is responsible for posting of customer invoices and management reports. Responsible for updating and distributing weekly billing reports to internal customers.

- Facilitate Cost Account meeting with project managers.
- Assistance for Payroll and Accounts Payable researching job numbers.
- May review and submit for approval expense reports.
- Appropriate Job Set Up.
- Preparation and review of invoices done by reviewing computer files, gathering records such as purchase orders, sales tickets, and charge slips.

- Review and analysis of cost information with Project Manager or General Foreman. Will supply Management and Project Managers with weekly cost / WIP / AR Reports.
- Customized customer committed billing reports.
- Prepare and post project accounting adjustments.
- Accounts Receivable review and collection calls.
- May prepare or post daily deposits.
- Sales and use tax issues.
- Accounting system training and support, including Time and Attendance System Support.
- Be a key driver of process improvement for the ERC, including Report Development: Research & Identify.
- Backup support to Administrative Assistant, including but not limited to answer phones & filing.
- May make Travel Arrangements.
- Additional duties and responsibilities assigned as necessary.

## Travel Requirements:

Generally the only travel would surround training and seminars which would be day trips.

## Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear.
- The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Physical activity such as climbing up and down stairs (may be several flights) and or ladders, and walking long distances while carrying equipment.

*\*\*All necessary personal protective equipment is provided to meet and in some instances exceed OSHA Regulations.*