



Job title	<i>Staff Accountant</i>
Reports to	<i>Financial Controller</i>

Job Purpose

The Staff Accountant supports the accounting and finance function by maintaining the general ledger, preparing journal entries and reconciliations, and assisting with the monthly close process. This role works closely with the Financial Controller and other members of the accounting team to ensure accurate, timely, and well-documented financial records, and partners with project managers and field personnel to ensure job costs are properly captured and reconciled. This position is well suited to both early-career accountants building a foundation in general accounting and experienced accountants looking to contribute at a higher level of analysis and process ownership.

Duties and Responsibilities

Duties and responsibilities include, but are not limited to:

- Prepare and post journal entries for the general ledger, ensuring accuracy and proper supporting documentation.
- Perform monthly account reconciliations, including bank, credit card, and balance sheet accounts, and research and resolve discrepancies.
- Assist with the monthly, quarterly, and year-end close process, including accruals, prepaids, and account analysis.
- Support the preparation of financial statements and internal management reports.
- Reconcile job cost accounts in coordination with project managers and field personnel to ensure accurate cost tracking.
- Assist with fixed asset tracking.
- Support accounts payable and accounts receivable functions as needed, including reviewing coding and approvals.
- Assist with sales and use tax filings and other regulatory or compliance reporting.
- Maintain organized, audit-ready supporting documentation for all journal entries and reconciliations.
- Support external audits and tax preparation by compiling requested schedules and documentation.
- Identify opportunities to improve accounting processes, controls, and efficiency.
- Collaborate with the Financial Controller and broader accounting/finance team on ad hoc analysis and special projects.
- Other duties as assigned.

Qualifications

Qualifications include:

- Bachelor's degree in Accounting required (or actively completing a degree in Accounting).
- Open to candidates ranging from recent accounting graduates to professionals with up to 10 years of relevant experience; level of responsibility will be tailored to the candidate's experience.
- Solid understanding of general accounting principles (GAAP) and the accounting cycle.
- Experience with QuickBooks Online required.
- Proficient in Microsoft Excel, including pivot tables and formulas; comfortable working in Word and Outlook.
- Strong attention to detail and accuracy, with solid organizational and analytical skills.
- Ability to work independently and collaboratively in a fast-paced environment.
- Strong written and verbal communication skills.
- Ability to manage multiple priorities and meet deadlines, particularly during month-end and year-end close.
- Experience with accrual-based accounting and job costing preferred but not required.