

Company: _____

Job Title:	Staff Accountant	Job Category:	
Department/Group:		Job Code/ Req#:	
Location:		Travel Required:	
Level/Salary Range:		Position Type:	[i.e.: full-time, part-time, job share, contract, intern]
HR Contact:		Date posted:	
Will Train Applicant(s):		Posting Expires:	
External posting URL:	Once you have edited your job description, you can post the job on _____.		
Internal posting URL:			
Applications Accepted By:			
Fax or E-mail: (____) ____-____ or email: _____ Subject Line: Attention: [Recruiting or HR Department RE: Job Code/Req# and Title]		Mail: Hiring Manager: _____ Dept: _____ Company: _____ Address: _____ _____	
Job Description			
Job Purpose: Provides management with financial information by researching and analyzing accounts; preparing financial statements.			
Duties: <ul style="list-style-type: none"> • Prepares consolidated internal and external financial statements by gathering and analyzing information from the general ledger system and from departments. • Maintains and balances an automated consolidation system by inputting data; scheduling required jobs; verifying data. • Analyzes information and options by developing spreadsheet reports; verifying information. • Prepares general ledger entries by maintaining records and files; reconciling accounts. • Prepares payments by accruing expenses; assigning account numbers; requesting disbursements; reconciling accounts. • Develops and implements accounting procedures by analyzing current procedures; recommending changes. • Answers accounting and financial questions by researching and interpreting data. • Provides accounting support for mergers and acquisitions by reviewing financial information; converting data to general ledger system; obtaining supplementary information for preparing financial statements. • Protects organization's value by keeping information confidential. 			

Company: _____

- Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.
- Accomplishes accounting and organization mission by completing related results as needed.

Skills/Qualifications:

- Accounting, SFAS Rules, Reporting Skills, Deadline-Oriented, Time Management, Attention to Detail, Confidentiality, PC Proficiency, Productivity, Verbal Communication, General Math Skills

[NOTE: To post your job on [company URL], copy this description and click here [company URL]. You can log in to an existing account or provide your e-mail address if you are a new user. Select the zip code where the job is located, and then paste the job description into the online wizard. Then simply complete the required information and check out.]

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date/Time:	