**Title:** Staff Accountant **(Temporary position)**

**Date:** May 2023

**FLSA Status:** Exempt, full time, 12-month position (**Temporary position)**

**Salary**: $48,000 - $55,000 per year

**Reports to**: Controller

**Job Summary:**

The Staff Accountant is responsible for various day-to-day accounting activities including variance analysis, cash management, accounts receivable, accounts payable, cash applications, journal entries, bank deposits, online transfers, bank/credit card and general ledger reconciliations, and all other related duties as assigned. This position supports the day-to-day activities of the Business Office.

**Duties and Responsibilities:**

* Support with the management of the day-to-day general accounting functions including accounts payable and accounts receivable.
* Review variance reconciliation of general ledger accounts and assist with internal financial audits to ensure accuracy and compliance.
* Review bank deposits and allocations for accuracy.
* Perform daily bank transfers from restricted to operating accounts to cover expenses paid.
* Support with bank reconciliations for accounts.
* Responsible for corporate credit card reconciliations.
* Reconcile cash receipts.
* Review invoices, purchase orders and packing slips to ensure accuracy with pricing and allocate to perspective divisions.
* Support in facilitating purchasing of vendor supplies and/or services related to equipment leases and maintenance agreements.
* Assist CFO with finance/accounting projects and reports as needed or requested.
* Support with the preparation and submission of annual 1099/1096
* Perform all other duties as assigned.

**Job Requirements:**

* Possess 4 + years of analytical finance and general accounting experience
* Strongly proficient in Microsoft Excel, Microsoft Word, and Microsoft Outlook.
* Capability of researching discrepancies and providing problem resolutions.
* Willingness to cross-train and automate, when necessary.
* Ability to work independently, effectively with other supervisors, employees, and departments, as well as being able to accept direction.

**Other Skills/Abilities:**

* Must be a self-motivated team player with a professional demeanor, good interpersonal and organizational skills, and the ability to handle high volume work.
* Detail oriented and organized in work; ability to multi-task and meet deadlines.
* Demonstrates a courteous and respectful manner to all employees.
* Work courteously and respectfully with fellow employees, vendors, and students.
* Excellent verbal and written communication skills.
* Excellent telephone presentation.

**Organizational Details:**

* This position will report directly to the Controller.
* All Finance Department information must be held in strict confidence, including confidentiality of vendors, distributors, and personnel.
* This position will be at least a one-year appointment with the possibility for permanent position.
* (**Temporary**) full-time, 40-hour position, exempt, Monday through Friday (8:00am-5:00pm).