Job Description – Staff Accountant

Reports to: The Controller

Position Overview
The Staff Accountant is responsible for maintaining the General Ledger, keeping the company compliant with government regulations, and assisting with Human Resources and Risk Management tasks.

Finance & Administration Department Overview
The Finance & Administration Department is the backbone of our organization and support system for all departments. Our Finance & Administration Department reports to the Controller and is comprised of a Staff Accountant, Accounts Payable Specialist/Human Resources assistant, Project Accountant, Service Coordinator, and an Office/Projects Coordinator.
The Staff Accountant is responsible for the following essential functions:

- Prepare Sales and Use tax returns
- Processing Corporate and state tax returns
- Prepare all City and County business licenses
- Prepare Contractors license renewals
- Weekly Payroll review
- A/P office invoices approval
- Cut Checks
- Prepare Past Due Statements for Service Coordinator
- Bank Reconciliations
- GL Reconciliations
- Prepare Journal Entries
- Maintain Subsidiary Schedules for General Ledger

Personal Habits, Traits + Skills

- Pleasant, Dependable and Punctual
- Well-Groomed, Energetic and Capable of Working in a Team Environment
- Strong Organizational and Time Management Skills
- Handles Pressure/Timelines with Ease
- Trustworthy and Confidential
- High Level of Personal Responsibility [Strives for excellence and professionalism]
- Excellent Verbal and Written Communication Abilities
- Proficiency with Microsoft Word + Excel
- CPA candidate with desire for upward mobility
Daily/Weekly Dozen

1. Manage cash flow
2. Prepare Journal Entries
3. Post A/R to General Ledger
4. Review A/R Aging
5. Approve Office and recurring invoices
6. Post ACH payables
7. Subsidiary G/L Schedules
8. Maintain D&B, SAM/ORCA, and others
9. Review Job Setup
10. Assist with Formwell income statement
11. Prepare license and taxes
12. Implement PTO/ other docs in Paycor

Job Ad

Our growing business is searching for a Staff Accountant (Degree in Accounting, CPA candidate/eligible) to strengthen our Finance & Administration Department, which will strengthen and provide more timely information to the entire management of Maxwell Roofing & Sheet Metal, Inc. This position will be instrumental in the Company’s growth while closely monitoring fixed costs and assisting the Controller in all areas of the General Ledger and reporting processes.