

**Job Title:** Staff Accountant  
**Department:** Finance  
**Supervisor:** Controller

### **SUMMARY**

Performs general ledger transactions and reconciliations for review and approval by management. Processes employee payroll and other HR clerical tasks

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Process vendor invoices for payment
- Process customer payments
- Prepare netting payments to sister companies
- Post month end journal entries
- Assist controller with month end closing processes and reporting
- Reconcile all balance sheet accounts for review by management
- Assist the Controller in the review and preparation of the financial statements
- Assist the independent auditors in obtaining information relating to the audit of the financial statements
- Assist the Controller in review and preparation of budgets and forecasts
- Process Bi-weekly payroll
- Process new hires

### **EDUCATION and/or EXPERIENCE**

- Bachelor's Degree from a 4yr year college or university
- One Year general accounting experience
- Extensive experience with Excel is preferred

### **SUPERVISORY RESPONSIBILITIES**

- N/A

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Subject to inside environmental conditions: Protection from weather conditions but not necessarily from temperature changes

### **ENVIRONMENTAL, HEALTH AND SAFETY**

Employee will follow all Environmental Health and Safety rules that are set forth by the company.

### **Comments**

This job description is an outline of the major recurring responsibilities of the job. It is not intended to be all-inclusive of the work to be performed. Other related job objectives, special assignments and less significant responsibilities will be performed by the incumbent(s).

This job description also complies with the Corporate Regulations (Policies, Coordination Standards and Competence Regulations of the Group, Division and Location).