Staff Accountant Job Description

GENERAL PURPOSE OF THE JOB:

- To support the Senior VP Finance and Controller in carrying out the responsibilities of the Finance / Accounting Department.

PRIMARY DUTIES AND RESPONSIBILITIES:

- Assist the Controller with month-end close
- Handle full-cycle GL accounting including journal entries, accruals and account reconciliations
- Assist with financial reporting and budget preparations, including balance sheet and income statement analysis
- Significant independent month-end close responsibilities
- Reconcile bank statements
- Provide support for annual audit
- Handle Accounts Payable, Billing and Accounts Receivable functions for specified subsidiaries
- Assist in onboarding newly acquired companies and instituting i3’s accounting policies and controls at the new locations
- Support management on strategic and tactical special projects as they arise
- Assist in providing quality financial analysis to operational managers based on a thorough understanding of each of our business segments.

SKILLS AND ABILITIES:

- A bachelor’s degree in accounting, or a bachelor’s degree in business with emphasis in accounting, is required
- CPA or eligibility to sit for the CPA a plus
- Must be highly skilled in use of Excel Spreadsheets
- Strong level of organization with excellent oral and written communication skills
- Must have excellent work habits, including a willingness to work the hours necessary to get the job done
- Strong analytical and problem solving skills with the ability to research variances and trends
- Demonstrated ability to work calmly in a fast-paced team environment while effectively managing multiple projects
- Experience with Intacct is a plus

Candidates may apply through the career page here: https://i3verticals.com/about/careers/