

STAFF ACCOUNTANT

The Ideal Candidate

The ideal candidate for this position will possess the following:

- A bachelor's degree in Accounting and 2+ year of accounting experience.
- Experience and understanding of U.S. Generally Accepted Accounting Principles.
- Ability to work in a fast paced environment while maintaining outstanding organizational skills and the ability to meet strict deadlines and commitments.
- Strong verbal and written skills.
- Prior experience working in Great Plains accounting software is also essential.

Primary Responsibilities

1. Assist in the monthly closing and financial reporting process as directed by the Controller.
2. Prepare monthly journal entries and account reconciliations.
3. Maintain the Fixed Asset and associated depreciation schedules; provide monthly detail to the Controller for General Journal entries; insure proper recording of new purchases and disposals.
4. Perform accounts payable function which includes entering and coding all invoices, preparing weekly disbursement files and processing all checks and preparing for signature.
5. Provide detailed analyses and explanations of all transactions.
6. Prepare audit schedules for external auditors
7. Answers accounting and financial questions by researching and interpreting data.
8. Protects organization's value by keeping information confidential.
9. Perform other duties as directed.

Performance Measures

- Meets deadlines for financial monthly close
- Meets weekly deadlines for accounts payable
- Achieve accuracy with general journal entries; as well as invoice entries in the accounting software

Skills and Qualifications

Specific qualifications and career profiles that are essential to the position are as follows:

- BS/BA from a 4-year college or university in the area of Accounting
- At least 2 years of related experience
- Proficient in Microsoft Excel and Word
- Experience with Great Plains accounting software preferred

Specific competencies and attributes that are important to the position include:

- Knowledge of accounting principles
- Excellent written and verbal communication skills
- Ability to gain approval from executive leadership
- Problem solving and critical thinking skills
- Team player
- Strong organizational skills
- Strong attention to detail

Location

The position is based at the company's office in Lakeland, Florida.