

Staff Accountant Job Description



Area: Accounting/Finance

FLSA Status: Exempt

Reports to: Assistant Controller

Supervisory Responsibility: None

Date of Job Description Revision: October 2023

Primary Role:

This Staff Accountant will be responsible for the coordination of general accounting functions, reconciling balance sheet accounts, operating within the General Ledger, and assisting with annual audit preparations. This individual will be responsible for providing full-scale accounting support to include a variety of financial and non-financial tasks on a monthly and annual basis. The Staff Accountant will be cross trained in most aspects of our Accounting/Finance area to perform the duties when work volume is high and when other associates are out on PTO.

Responsibilities:

- Model the Pacesetter Way in daily job activities.
- Responds to information requests, researches, and interprets data, and answers accounting and financial questions.
- Reconcile accounts receivable records with the general ledger.
- Assist with preparation of monthly financial reporting and forecast analysis.
- Manage property tax returns, assessments, bills, and payments.
- Submit monthly sales tax multiple states.
- Process bad debt write-offs.
- Assist Credit Team with customer analysis and credit reviews.
- Ensure all cash transactions are recorded properly in the accounting system by monitoring on-line bank account information daily.
- Provide or facilitate accurate reports and analysis of financial data.
- Reconcile, research, and resolve issues for assigned GL accounts.
- Reconcile monthly bank statements.
- Assist with annual audit and year-end closing processes.
- Execute monthly accounting close procedures and deliverables (journal entries, reconciliations, reports) in compliance with GAAP.
- Maintain fixed asset schedules and record depreciation entries.
- Participate in special projects to improve accounting department operational efficiency and to improve policies and procedures.
- Other accounting, financial, or administrative duties as assigned.

Skills/Education Required:

- Bachelor's Degree in Business, Accounting, Finance or related field or equivalent work experience.
- Knowledge of accounting functions including but not limited to Accounts Payable & Accrued Expenses, Accounts Receivable, Cash, Fixed Assets, Prepaid Expenses, General Ledger, and Adjusting Entries.
- Fundamental knowledge of GAAP.
- Proficient in Microsoft Suite (Word, Excel, PowerPoint, Outlook) and other computer software
- Advanced mathematical skills.
- Excellent attention to detail, highly organized and skilled in managing priorities and coordinating multiple tasks simultaneously.
- Excellent negotiation, quantitative, problem solving and analytical skills.
- Excellent communication skills, both verbal and written.
- Strong customer service orientation with a courteous, professional, and energetic attitude to cultivate relationships.
- Ability to effectively meet deadlines and goals with the proper balance of speed, quality, and cost.

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- Ability to adjust and adapt to the change management process.
- Ability to remain postured and professional under pressure.
- Ability to maintain discretion and a dedication to protecting the financial privacy of customers and the company.
- Eager to continuously learn.

I understand and agree to perform the responsibilities listed above:

Associate Signature

Date