

Staff Accountant Job Description

This individual will fill a key role within the accounting group. The position will support various aspects of finance and accounting for the company. The successful candidate will need to be effective and experienced in the general accounting function. The position requires solid accounting experience combined with strong analytical skill. The candidate will fit well in an environment that rewards bright, self-starting, energetic, focused individuals with ever increasing responsibility and challenge. The candidate will need to process strong problem solving skills, work ethic, organizational skills, attention to detail, decision making skills, and ability to work with others. This position will support various aspects of the financial cycle including, but not limited to, working with trustees, assisting in various audits, and monitoring various metrics of the business to aide in daily operational decisions. This position also requires general accounting responsibilities, including journal entries, intercompany transactions, account reconciliations and accruals.

Responsibilities: recording monthly revenues, expenses and activity for multi-billion dollar company and subsidiaries; perform monthly reconciliations, record daily cash activity, prepare, review and analyze monthly financial statements; assist in the month end, quarter-end and year-end closing processes, ensuring transactions are in accordance with GAAP and internal policies and procedures are followed and communicate exceptions to management; work as a team with two other staff accountants in standardizing practices and procedures; analyze and interpret statistical and accounting information in order to appraise operating results in terms of profitability, trends and other matters impacting the effectiveness of the operations

Qualifications:

- A proven track record of academic and professional excellence
- Bachelor's Degree in Finance, Business or Accounting
- 4-to-7 years of related experience
- Demonstrated skills and experience in managing goals through collaboration and teamwork
- Strong interpersonal, oral and written communication skills required
- Intermediate Microsoft Excel skills required - ability to create formulas (including V-lookups a plus)
- Excellent mathematical and computational skills
- Ability to apply strong problem solving techniques
- Experienced and skilled in reconciliations

Benefits available:

- Health, dental, and life insurances and 401K
- Paid vacation
- Others

Interested applicants should send resumes with their contact information to:

Eric Stewart - estewart@edsouth.org

Julie Huffines - jhuffines@edsouth.org

Company website - www.edsouthservices.com