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# Example of Accountant, Staff Job Description

Our company is hiring for an accountant, staff. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for accountant, staff

* Process daily transactions in accounts payable including invoices, miscellaneous receipts and vendor payments
* Work with Data Base Analyst to improve Oracle system and reporting
* Recording financial transactions in accordance with (GAAP)
* Preparation of annual reforecasts and GAAP financial statements
* Apply corporate financial policies, government legislation, and accounting theory when identified by Financial Analyst
* Support databases for use in analyzing future plans and forecasts
* Assist analyst in making recommendations to management regarding cost saving or profit generating opportunities and profitability improvement strategies
* Maintain and record fixed asset sub-ledger, including the creation of weekly fixed asset additional journal entries and month-end depreciation entries in General Ledger System
* Prepare month-end processing related journal entries such as accruals, Revenue recognition
* Prepare analysis and narratives on a monthly basis by accessing information within the general accounting system and forward to appropriate team members

## Qualifications for accountant, staff

* Conduct initial internal control evaluations of firm and its affiliates
* Participate in month-end close processes such as preparation of journal entries and reconciliations across various accounting functions
* Prepare original entries for items that are not interfaced
* Analyze actual manufacturing costs and prepare periodic reports comparing standard costs to actual production costs
* Analyze changes in product design, raw materials, manufacturing methods or services provided, to determine effects on cost
* Conduct physical inventories and monitor cycle count program