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# Example of Accountant, Staff Job Description

Our company is looking for an accountant, staff. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for accountant, staff

* Assist with testing for system enhancements and reports required for management, financial reporting and general ledger reconciliations
* Checking completeness of Journal Entries in compliance to company policy
* Assisting team members in their absence
* Resolving accounting discrepancies
* Compiling and analyzing financial information to prepare journal entries to accounts
* Posting T&E expenses to the general ledger
* Assisting the month-end closing
* Assisting with month/quarter end process, including journal entries, review of transactions for completeness and accuracy and balance sheet reconciliations
* Assisting with quarterly management reporting, including commentary on major variances to budget and trends
* Assisting with the computerization and maintenance of Fixed Asset Register in a timely and efficient manner, in accordance with the company policies and Accounting Standards

## Qualifications for accountant, staff

* Looking for a quick learning Team player that is highly motivated and energetic
* Must be extremely proactive, have strong initiative and be self-motivated
* Bachelor’s degree in Accounting, SAP experience a plus
* Multi-location accounting experience
* Experience with Lawson, Movex, JDA, Auditworks or Hyperion a plus
* CPA/MBA also a plus