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# Example of Accountant, Staff Job Description

Our company is looking for an accountant, staff. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for accountant, staff

* Provide oversight for accounts payable, cash management and accounts receivable
* Assist in the monthly/quarterly/annual financial close process
* Coordinate with the accounting group in the Pharmaceutical division regarding intercompany accounts and consolidation
* Coordinate check runs and wire transfers with management and mail checks to vendors
* Dispute billing issues with vendors
* Processing of individual expense reports
* Ensure all invoices have appropriate approval before acceptance for payment
* Maintain detail of un-invoiced contractual obligations (payments, milestones, royalties) and ensure that the balances are paid in accordance with contractual agreements
* General ledger transaction processing, including related AP accruals
* File invoices and purchase orders once processed/paid

## Qualifications for accountant, staff

* Comfortable working in a demanding fast-paced environment, taking on new tasks, handling multiple tasks simultaneously in a deadline driven department
* 1+ year of related Accounting experience is required
* Preferably 2 years experience in the manufacturing industry and/or in public accounting with experience in serving manufacturing clients
* 1-7 years experience in Accounting, Audit or Tax
* CPA or Masters a plus
* Public Accounting experience is a huge plus