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# Example of Accountant, Staff Job Description

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

## Responsibilities for accountant, staff

* Process/record accounts payable transactions and ensure all invoices and staff reimbursements are paid accurately and in accordance with company policies and procedures
* Ensure accurate accounting transactions are in accordance with GAAP
* Monthly, quarterly, and annually review of financial reporting
* Create and send out invoices to existing clients
* Assist with projections and variance analysis
* Conduct monthly and quarterly reconciliation
* Compile accounting and financial reports on a monthly, quarterly, and annual basis, or as otherwise requested
* Analyze revenue streams for the various business lines
* Prepare presentation decks for Managing Director and other senior team members as needed
* Assist in managing the Audit and Tax reporting for the Firm

## Qualifications for accountant, staff

* Six months of accounting experience
* 1-3 years of experience working with a Big 4 or midsize firm
* Hotel Management experience
* Knowledge of JDE and/or Hyperion suite
* At least 3 years experience in financial reporting and accounting
* Navision/Jet reports experience is a plus