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# Example of Corporate Staff Accountant Job Description

Our company is growing rapidly and is hiring for a corporate staff accountant. 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 corporate staff accountant

* Prepare and review materials for the global accounting close meeting and other critical internal reports
* Assist with implementation of initiatives to improve and optimize the global accounting close process
* Reconciliation of General Ledger and Balance Sheets
* Month-end, Quarter-end, and Year-end reconciliations
* Prepare check requests for real property tax payments
* Work with field managers to prepare and analyze annual operating budgets
* Prepare monthly profit and loss variance analysis
* Prepare, maintain, reconcile and analyze financial information on a monthly
* Manages a team of processor their related workload
* Provides technical guidance and expertise

## Qualifications for corporate staff accountant

* CPA or CPA in process highly desired
* Big 4, National, or large local CPA firm
* Direct experience with large publicly traded company
* Motivates team members to work towards Individual and team goals and objectives, and fosters an environment of teamwork and co-operatlon
* Able to set priorities and organize workload
* Ability to establish, maintains, and monitors full AP process as per the country specific statutory and complex Income Tax rules