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# Example of Corporate Staff Accountant Job Description

Our company is looking for a corporate staff accountant. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for corporate staff accountant

* Analyzes trends, costs, financial commitments and obligations incurred to predict future expenses, recommend improvements to current processes, and identify potential errors in the accounting records
* Assists the Galvanizing Controller with month-end close process, assembling month-end financial statements, developing new financial statements, answering questions as they arise from remote locations, completes special assignments and projects
* Assists the Galvanizing Controller with month-end closing of general ledger and A/R & A/P modules, maintaining fixed asset database, data entry and monthly report creation, preparation of income tax schedules and quarterly estimates, reconciliation of financial statements, and data within 10Q/K disclosures, preparation of monthly graphs and charts, reconciliation of accounts, preparation of schedules for quarter bonuses
* Performs special tasks and projects as assigned by Galvanizing Controller
* Maintain an efficient closing/consolidation process which meets the reporting needs of all organizational levels
* Record all journal entries related to various external and internal debt facilities
* Prepare and record quarterly income tax provision
* Complete monthly bank, debt and equity reconciliations on a timely basis
* Collect and review monthly rollforwards (income tax, fixed assets, intangibles, goodwill)
* Assist in maintaining consolidation tool (HFM)

## Qualifications for corporate staff accountant

* 3+ years of account reconciliation and general ledger accounting experience
* Solid understanding of GAAP and the ability to apply concepts to necessary situations
* Proficiency in Microsoft Office Suite with intermediate-level skills in Excel to perform analysis using pivot and lookup tables
* A great attitude, proactive and communicative
* Interested in pursuing a career in Accounting
* Support affiliate personnel with various adhoc requests