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# Example of Corporate Staff Accountant Job Description

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

## Responsibilities for corporate staff accountant

* Responsible for reconciling and confirming intercompany accounts with IAC and sister companies
* Preparation of various balance sheet account reconciliations
* Preparation of various standard and non-standard journal entries as part of the month-end close process
* Support retail sales and cash reconciliation processes
* Support with quarterly and year-end financial statement audits
* Administration of account reconciliation and journal entry approval software
* Ensure that all financial deadlines are met for month-end, quarter-end and year-end financial closings
* Serve as a key resource relative to the ERP system and our global account reconciliation tool
* Partner with and assist the finance team in short-term and long-term budgeting and forecasting
* Assist with ad hoc analysis and reporting in support of Controllership

## Qualifications for corporate staff accountant

* 2-4 years of experience in Accounting (Reporting and Consolidations a plus)
* Prior experience with Great Plains and/or HFM a plus
* Experience with foreign exchange a plus
* Detailed knowledge of US GAAP (IFRS a plus)
* Self-starter with ability to complete tasks/projects with little upfront direction
* Ability to multi-task and coordinate multiple conflicting priorities