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# Example of Junior Staff Accountant Job Description

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

## Responsibilities for junior staff accountant

* Reconciling monthly accounts payable and accounts receivable schedules
* Inputting journal entries and allocations
* Consolidating system reports to profit and loss statements and balance sheets
* Preparing monthly Cash Flow Statements, Yearto� Date reports and supporting schedules
* Prepare monthly rent roll for managed properties
* Maintaining Bad Debt and Reserve Schedules Accounts Payable
* Handling all aspects of billing and receipts for assigned properties
* Calculating year�-end escalations for all owned and managed properties
* Maintaining security deposit records and schedules
* Intercompany Receivable and Payables

## Qualifications for junior staff accountant

* Must have proficiency in Excel and other MS Office products
* 3 years corporate accounting experience, preferred experience with a software or technology company
* Understanding of the general ledger and month-end closing processes
* Intermediate skills in Excel spreadsheets and word processing software required
* One to two years accounting experience or equivalent combination of education and experience
* Strong Excel required, experience with Timberline a plus