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# Example of Junior Staff Accountant Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of junior staff accountant. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for junior staff accountant

* Familiarity with Oracle, QuickBooks, and Excel is a PLUS, \*\* B.A
* Journal entries to the general ledger
* Assist with accounts payable and receivables
* Gathering and analyzing data for State and Local tax returns [including Indirect Tax Returns] preparation and special tax projects
* File monthly/quarterly sales & use tax returns for various corporate divisions of ASM
* Assist in processing the Tax Department’s tax payments, records and respond to various tax letters and notices
* Complete general ledger account reconciliations and tax accrual account analyses
* Reconcile G/L accounts and charge back accounts
* Provide oversight for timely clearing of unapplied cash receipts
* Maintain DSO and other AR measurements

## Qualifications for junior staff accountant

* Must have a MBO+ in Accounting, Finance or a similar degree
* Team player and hands-on attitude
* Accuracy and sense of timing
* Primary responsibility is to assist with the preparation of financial statements and support schedules per corporate time lines
* Prepare account reconciliations (cash, liabilities, fixed assets, payroll accruals) and supporting sub-ledgers
* Assist with documentation and testing of internal enterprise reporting system upgrades and modifications