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# Example of Junior Staff Accountant Job Description

Our company is looking to fill the role of junior staff accountant. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for junior staff accountant

* Proactively make collection calls and maintain business relationships with high-risk accounts
* Minimize discrepancies and disputed accounts with timely follow up by credit personnel
* Assist in 3-way match process on Inventory related purchase
* Assist in month end preparation of AP/AR entries and accruals
* POSITION SPECIFICIATIONS
* Working knowledge of SAP a must!
* For immediate consderation apply below with an updated resume
* Sales (cash and credit cards) reconciliations
* Bank and cash account reconciliations and update relevant cash sheets
* Reconcile G/L accounts

## Qualifications for junior staff accountant

* Support other team members as necessary
* One plus years of general ledger accounting experience and reconciliations
* Intermediate to advanced Excel skills a plus
* Minimum of 1 year of experience in accounting
* Beginner Excel knowledge
* Knowledge of laws and regulations applicable to federal and state tax codes