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# Example of Senior Staff Accountant Job Description

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

## Responsibilities for senior staff accountant

* Assist with multiple financial statement audits and tax return schedule preparation, as needed
* Oversee the sales tax reporting process across multiple states
* Assist the department as needed in the implementation of new technology solution projects already in process
* Perform such other accounting and finance tasks as may be required from time to time by the CFO or Controller
* Maintains awareness of commercial, development and corporate accounting group projects and goals overall accounting department projects to provide support to teams and ensure deadlines are met
* Reconciling bank statements dating back 5 years
* Preparing revenue reports by allocating revenue from dozens of sources, each with its own allocation methodology
* Presenting project status and findings in a clear and concise way on a daily basis so that management can monitor progress
* Reviewing invoice coding as necessary and entering data into appropriate ledgers
* Accurate and timely completion of assigned projects

## Qualifications for senior staff accountant

* Minimum of (4) four years of related accounting experience
* Bachelors degree in Accounting required, Advanced Degree or certification a plus
* Must possess strong interpersonal skills and enjoy working as a member of a team
* Must have a strong understanding of financial and operational controls
* Must have the ability to work under pressure, the ability to embrace with enthusiasm changing priorities, procedures and responsibilities
* Previous experience with Financial Reporting, Month-end Close, and Variance Analysis