Downloaded from <https://www.velvetjobs.com/job-descriptions/staff-accountant-accounting>

# Example of Staff Accountant, Accounting Job Description

Our innovative and growing company is looking for a staff accountant, accounting. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for staff accountant, accounting

* Assist with accounts payable and accounts receivable
* Assist with implementation of internal controls
* Serve as primary contact for all internal and external business partners for any credit card reconciliation related issues or needs
* Reconcile credit card settlement to POS on a daily basis for all brands and sales channels
* Reconcile all credit card receivable accounts on a monthly basis
* Review and provide guidance related to company policies/procedures as it relates to our credit card reconciliation process
* Provide various analyses to leadership regarding trends, cardholder base, loyalty programs
* Propose solutions to correct credit card receivable reconciliation issues
* Audit support for credit card processes, system testing as needed
* Record direct report center counter deposits receipts

## Qualifications for staff accountant, accounting

* Batching and coding tickets into general ledger system
* Some manufacturing cost accounting
* Financial accounting reports
* Bachelor's degree in Accounting or Finance(4-year degree
* 1-3 years accounting experience in complex, global environment
* Superior knowledge and experience with Microsoft Excel