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# Example of Staff Accountant Job Description

Our innovative and growing company is hiring for a 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 staff accountant

* Assist in the preparation and distribution of financial statements
* Assist with preparation of monthly balance sheet reconciliations and monthly financial reporting packages
* Analyze, reconcile and follow-up on worldwide intercompany transactions and balances
* Track prepaid expenses and accruals including preparation of amortization schedules
* Assist with invoice preparation and tracking of revenues and deferred revenues by customer
* Prepare various Corporate-requested analyses and schedules, as needed
* Liaison to operations in support of expense coding for purchase orders, check requests, T&E charges
* Maintain documentation of procedures and workflow for assigned areas of responsibility
* Assist with revenue, activity and earnings flash preparations
* Assist with maintenance and organization of accounting files (paper and electronic)

## Qualifications for staff accountant

* 1+ years of experience at a private, and or private and public accounting firm
* A minimum of 1-3 years of Accounting experience in a dynamic/changing organization
* Must have a cost systems course training and have excellent analytical skills
* 2 plus years of corporate accounting
* Eager to learn and grow with the organization
* Remote deposit experience is preferred