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# Example of Staff Accountant Job Description

Our company is looking to fill the role of staff accountant. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for staff accountant

* Prepare monthly comprehensive account analysis books including explanations for activity and components comprising period balances
* Assist the Head of Tax with preparation of returns
* Participation in monthly and year end closings
* Responding to requests for internal and external auditors
* Update prepaid schedules for all entities and allocate expenses during the month-end close
* Filing quarterly surveys (Business of Economic Analysis – BEA) to the U.S. Department of Commerce
* Assist in preparation of year end Audited Financial Statements
* Participate as needed in ad hoc projects
* Assist with the preparation of fixed asset Authorization for Expenditures (“AFEs”) including setup, tracking and reporting of AFEs and assets
* Track prepaid expenses, accruals and other ongoing activity including preparation of amortization schedules

## Qualifications for staff accountant

* 3-5+ years accounting experience gained in professional services
* Ability to function as a self-started and flourish in a fast growing organization
* Ability to work well under pressure, handle multiple projects and manage their time effectively
* A minimum of two years of experience within accounting
* 1-3 years’ progressive experience in an accounting role, including experience with month-end reporting
* Ability and willingness to interact effectively with different multiple personalities and styles, within and outside the department