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# Example of Staff Accountant Job Description

Our company is hiring for a staff accountant. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for staff accountant

* Compiling financial information and assisting in the preparation of reports
* Analyze general ledger account balances
* Reviewing financial results and providing variance analysis and explanation
* Preparing and reviewing monthly balance sheet reconciliations
* Assisting with staff development and mentoring
* Monitoring cash balances and executing initial steps in funds transfer
* Preparing month end accruals and prepayment journals
* Updating the format of the management accounts or other reports
* Answering all vendor inquiries
* Preparation of invoice to bill clients for Fees and Expense reimbursements

## Qualifications for staff accountant

* Masters and/or CPA preferred
* BS Degree in Accounting-CPA or CPA candidate preferred
* 1-4 years accounting experience with financial services, public accounting or consulting
* 2+ years of accountant experience within the insurance industry (P&C Insurance preferred)
* CPA or working towards CPA a huge plus
* Previous experience with Hedge Fund Accounting and Net Asset Value