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# Example of Staff Accounting Job Description

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

## Responsibilities for staff accounting

* Ad hoc and special projects, as necessary
* Oversee monthly and quarterly analysis and reconciliations of a variety of executive incentives
* GL supervision
* YE/ME close
* General Ledger functions such as journal entry preparation, account analysis and account reconciliation
* Assist with external and internal audit requests, including quarterly reviews and the year-end audit
* Record daily cash receipts which includes, but is not limited to, wires, lockbox, and local deposits
* Responsible for normal cash application activity associated with accounts receivable including follow ups, and contact customers to obtain necessary remittance information
* Prepare and send A/R invoices to customers
* Provide monthly A/R aging report to Sales and Marketing

## Qualifications for staff accounting

* Strong technical/systems skills required
* Ability to analyze data and produce reports to assist operations and management
* Associates degree or demonstrated understanding of accounting principles through work experience
* 3 years work experience in a clerical or accounting role
* Proficiency in written and oral communications
* 4 year Bachelor’s degree in Accounting- with internship experience preferred