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# Example of Staff Accounting Job Description

Our company is looking for a staff accounting. 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 accounting

* Process third party payables utilizing both Inntopia and Tour Partner
* Process third party invoicing utilizing Inntopia and PeopleSoft Financials
* Process daily credit card transactions and complete a journal entry to recognize activity
* Process third party payables for air transportation
* Process travel agent commissions for both central and owned and operated reservations
* Complete balance sheet account reconciliations related to reservations activity
* Participate in meetings to identify gaps and a timeline for scheduled go live
* Processing electronic / manual invoices and credit memos accurately, completely, and promptly
* Ensuring appropriate audit support is evidenced and maintained for invoices and payments
* Resolving concerns or issues with field and corporate personnel vendors

## Qualifications for staff accounting

* BA/BS degree from an accredited college/university in Accounting or business related field
* Intermediate/Advanced Excel knowledge, including ability to summarize data via formulas, lookups, Pivot Tables, conditional formatting
* Bachelor's degree in Accounting/Finance from Accredited College or University
* 2 to 3 years finance or accounting experience working within a general ledger and supporting month end close and reporting, budgeting and forecasting
* Intermediate understanding of GAAP accounting
* Proficient in Microsoft products, especially in Excel