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# Example of Staff / Senior Accountant Job Description

Our growing company is looking for a staff / senior accountant. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for staff / senior accountant

* Perform investment reconciliation
* Assist in preparation of monthly financial reports
* Manage corporate card program
* Prepare weekly, monthly, quarterly, and annual cash flow reports
* Assist in quarterly board preparation
* Support Controller in preparation of the financial, A-133 audit (if required), and pension audits
* Perform other accounting, financial or administrative tasks as may be required from time to time by management
* Perform daily cash management and reporting
* Process the monthly payroll and benefits for both companies into ERP
* Update and analyze other AR, prepaids, fixed assets, intangibles, deferred costs, and misc

## Qualifications for staff / senior accountant

* Public accounting experience with big 4 or national accounting firm
* Working knowledge of accounting procedures, accounting systems and SOX process
* CPA or in progress to become a CPA
* Strong accounting reporting software knowledge, preferably J.D
* Experience with Accounting research and guidance
* 2-3 years' work experience as a staff accountant