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# Example of Staff / Senior Accountant Job Description

Our company is hiring for a staff / senior accountant. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for staff / senior accountant

* Responsible for managing a client load of 50-100 small business clients in QuickBooks
* Responsible for the preparation of business and personal taxes for your client base
* Preparation of payroll tax using QuickBooks
* Reviewing journal entries and ensuring accuracy of general ledger
* Oversight of the division’s multi-million dollar annual operating budget
* Responsibility of maintenance of internal controls
* Review, analysis and presentation to management team of various financial and budgetary reports on an on-going basis
* Serve as main point of contact for auditors in annual audit process
* Cross-train with Director of Accounting on all duties/responsibilities within accounting function
* Manage specific G/L accounts including A/R, inventory, fixed assets, Facilitate month-end close procedures including preparation of JE’s in the G/L

## Qualifications for staff / senior accountant

* Person will eventually step into a supervisor role
* Highly proficient with Microsoft software
* CPA, MBA or advanced degree in Accounting or Finance preferred
* Experience with publicly traded companies or SOX a plus
* Large ERP systems experience
* 3+ years accounting or relevant experience