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# Example of Staff Job Description

Our company is growing rapidly and is looking to fill the role of staff. 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

* Assisting the Finance Controller with ad-hoc projects and tasks
* Prepare Store stock ledger entries based on Manual entries posted to Cost of sales
* Reconcile weekly freight from Third Party vendor and prepare monthly entries to stock ledger
* Prepare and post entries for Used Book business
* Prepare and post entries for Closing stores
* Assists with special projects upon request
* Reconcile and maintain balance sheet account balance (AR, AP, Cash, Bad Debt)
* Assisting in cleaning up our Polaris reporting functionality
* Closing the books
* Complete accounting responsibility for entities

## Qualifications for staff

* Formal training in the craft of still photography
* Demonstrated competence with artificial and natural lighting techniques
* Proven technical competency with professional equipment and all aspects of image output
* Strong online portfolio of recent and past work to accompany resume
* CaptureOne, PhotoShop or Lightroom
* Excellent vision and finely tuned color discernment