Staff Accountant Job Description

Department: Finance
Reports To: Controller

Position Summary

The Staff Accountant is responsible for supporting the daily operations of the Accounting Department with primary responsibility for the Accounts Receivable function. This position ensures timely and accurate processing of customer payments, maintains the integrity of accounts receivable records, performs account reconciliations, and supports month-end and year-end close activities. The Staff Accountant also assists the Controller with general accounting functions, financial reporting, audit preparation, and continuous improvement of accounting processes and internal controls.

Essential Duties and Responsibilities

- Manage the organization's accounts receivable process from payment receipt through account reconciliation.
- Receive, process, and accurately apply customer payments, including checks, ACH, electronic payments, and other receipts.
- Prepare and process bank deposits.
- Maintain customer accounts and investigate payment discrepancies.
- Monitor accounts receivable aging and follow up on outstanding balances in a professional and timely manner.
- Reconcile customer accounts and reconcile the Accounts Receivable subledger to the General Ledger.
- Prepare monthly bank reconciliations and supporting schedules.
- Perform balance sheet account reconciliations.
- Prepare journal entries with appropriate supporting documentation.
- Assist with month-end and year-end closing activities.
- Assist with maintaining fixed asset records and depreciation schedules.
- Prepare audit schedules and supporting documentation for annual financial statement audits.
- Assist the Controller with financial reporting, account analysis, budgeting support, and special accounting projects.
- Identify opportunities to improve accounting processes and strengthen internal controls.
- Provide backup support for other accounting functions as needed.
- Perform other accounting and finance-related duties as assigned by the Controller.

Qualifications

- Associate's degree in Accounting, Finance, or a related field required; Bachelor's degree in Accounting preferred.

- Minimum of two years of accounting experience, preferably in accounts receivable or general accounting.
- Proficiency in Microsoft Excel and Microsoft Office applications.
- Experience with accounting software; MIP Fund Accounting experience is preferred.
- Strong analytical, organizational, and problem-solving skills.
- Excellent attention to detail and ability to meet deadlines.
- Strong verbal and written communication skills.

Knowledge, Skills, and Abilities

- Working knowledge of Generally Accepted Accounting Principles (GAAP).
- Knowledge of accounts receivable processes and general ledger accounting.
- Strong reconciliation and analytical skills.
- Ability to maintain confidentiality and exercise sound judgment.
- Ability to work independently and collaboratively.
- Commitment to accuracy, integrity, and continuous process improvement.