

Sample ADA, FLMA and DOT Formatted Job Description

Job Title: Senior Staff Accountant

Date:

Incumbent:

Employment Status: Full-time

Department: Accounting/Finance

Manager:

FSLA Status: Exempt

Description: A Senior Staff Accountant is accountable for performance of general ledger accounting, preparation of financial accounts, monthly opening and closing of accounts and preparation of balance sheets. It's critical that the Senior Staff Accountant demonstrates leadership traits, as well as initiative in understanding process flows and controls. The Senior Staff Accountant is in charge of the following areas: general accounting, month-end-close, and trend analysis and profit/loss accounts.

Essential Job Functions:

- Prepares and records cash flow, daily inventory transactions and analyzes account information.
 - Month-end-close
 - Daily Inventory Transaction
 - Tax Research
 - Monthly cash flow reports
- Excellent applicable tax software skills.
- Excellent communication skills both verbal and written.
- Relevant experience to the above job responsibilities.
- Maintains and balances subsidiary accounts by verifying, allocating, posting, reconciling transactions; resolving discrepancies whether it be a payroll entry or sales reconciliation.
- Summarizes financial status by collecting information; preparing balance sheet, profit and loss, and other statements.
- Completes external audit by analyzing and scheduling general ledger accounts; providing information for auditors.
- Avoids legal challenges by complying with legal requirements.
- Secures financial information by completing database backups.
- Protects organization's value by keeping information confidential.
- Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.
- Generation, analysis, reviewing and communication of financial data that reflects actual finance performance against the budget.

- Assist and supervise quarterly and annual entries and filings.
- Be in charge of preparation of accounting records, research of transactions and reports.
- Perform regular and recurring accounting functions that require professional competence.
- Document accounting procedures and transactions that will later be used for financial management procedures and auditing.
- Prepare tax schedules and apply basic knowledge of tax rules to assist in tax reports and returns.
- Apply the financial policies and procedures of the company.
- Research and collect data to be used in transactions.
- Take part in the annual operating budgeting process, analysis and review of annual operating budget proposals.
- Communicate on behalf of the company to other contacts and agencies outside the company such as banks and audit firms.

Core Competencies:

1. Extensive knowledge of corporate financial transactions and analysis.
2. Exceptional background with general ledger, tax preparations and forecasting.
3. Strong analytical capabilities and the ability to multi-task effectively.
4. Excellent verbal and written communication skills – collaborative working style.

Special Skills Required:

- Analytical Expertise
- Continuous Problem Solving Skills
- Excellent Communications Skills (both oral and written)
- Superior Interpersonal Skills with a Customer-Centric approach to resolving problems

Technical Skills Required:

- All MicroSoft Office Applications
- Fluent with SAP
- Applicable tax software skills

Qualifications:

- Proficiency in use of accounting software
- Excellent verbal and written communication skills.
- Knowledge in Mathematics, English and Business related subjects.
- Bachelor's degree in Accounting or Finance
- Certification in CPA or ACCA highly desired
- Minimum of 7 years of experience in finance, public accounting and corporate accounting
- Strong attention to details

Working Conditions:

Work is performed in an office setting with no exposure to extremes in temperature.

Physical Requirements:

According to the "Dictionary of Occupational Titles" (published by the OSHA), the Senior Staff Accountant is defined as a "Sedentary" occupation. Accordingly, the position requires sitting a minimum of six hours per day with the ability to stand and move around as needed.

Approvals:

Manager/Owner: _____ Title: _____ Date: _____

Employee: _____ Title: _____ Date: _____

The above declarations are not intended to be an all-inclusive list of the duties and responsibilities of the job, nor are they intended to be such a listing of the skills and abilities required to do the job. Rather, they are intended only to describe the general nature of the work as it is performed within the open labor market.