



Position: Staff Accountant

Classification: Hourly Non-Exempt

Supervisor: Corporate Controller

Job Duties:

- Prepare journal entries and account reconciliations
- Completion of monthly accounting close process
- Preparation of monthly financial statements
- Assist with preparation for annual audit
- Reconcile bank statements
- Assist with fixed asset schedule maintenance
- Assist with preparation of workpapers supporting the annual tax returns
- Prepare management reports and respond to other information requests
- Any other responsibilities that may be assigned from time to time.

Job Requirements:

- Minimum 2-year associates degree in accounting or 2 years previous experience in accounting
- Good analytical and organizational skills
- Basic knowledge of accounting principals
- Proficient in Microsoft Word and Excel
- Basic ability to read and manipulate financial reports

Preferred Skills:

- Ability to work independently
- General knowledge of accounting software such as Great Plains, LIMS, etc.
- Strong mathematical and analytical skills
- Good interpersonal communication skills
- Ability to work well with others
- Ability to handle multiple projects simultaneously

Physical Requirements:

- Prolonged periods sitting at a desk and working on a computer
- Must be able to lift up to 15 pounds at times

Supervisory Responsibilities: NONE