



Staff Accountant

Job Description

Department:	600 - Finance	Reports To:	Controller / CFO
Positions Supervised:	This job has no supervisory responsibilities.		
Travel Required:	0%	FLSA Status:	Exempt
Schedule:	M-F 8:30-5:30	Classification:	Full-Time
Last Revision Date:	11/3/2024	Location:	Oldsmar, FL

Job Summary

This position is primarily responsible for recording, monitoring, and analyzes general ledger (GL) accounts. The Staff Accountant will assist with preparation of financial reports, and analysis of these results. Will perform major account reconciliation and analysis. The Staff Accountant will assist with month end and year end close process, payroll processing, bank reconciliation, AP/AR, and posting to the GL.

Duties and Responsibilities

To perform this job successfully, an individual should have the following knowledge and skills:

- Analyze daily costing transactions.
- Responsible for general ledger (GL) entries, analyzing GL periodically.
- Prepare ad hoc reports.
- Resolve variance with various costs.
- Assist with monthly close process and annual budget process.
- Perform journal entries and adjustments.
- Reconcile bank accounts.
- Assists in the preparation of financial statements for all entities.
- Assists in preparation of quarterly and annual statutory statements.
- Print weekly Accounts Payable checks.
- Actively participate Collections.
- Document processes and procedures.
- Year-end audit experience required

Knowledge and Technical Skill Requirements

- Must have the ability to analyze figures, knowledge of accounting principles and excellent verbal and written skills.
- Knowledge of computers and familiarity with accounting software is also essential.
- Ability to multi-task, establish priorities and organize efficiently.
- Must be deadline oriented, have good time management skills, a high attention to detail and adhere to confidentiality guidelines.

Education and/or Experience

- Bachelor's Degree in Accounting required.
- 2+ yrs. GL reconciliations/analysis, and assisting in preparation of financial statements.
- Sage 100 experience preferred
- Proficient with Excel (V-Look up & Pivot tables) and Word.
- Good problem solving and analytic skills. Excellent communication skills, written and verbal.
- Excellent mathematical skills. Knowledge of foreign currency exchange rates.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position may require extended periods of standing, sitting, as well as some repetitive movements and repetitive lifting of minimal weight. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment

The work environment has a normal level of office sound. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. *Vanguard Protex Global is a drug-free workplace.*

Employee Name

Employee Signature

Date