

STAFF ACCOUNTANT

REPORTS TO

Manager of Accounting

TYPE

Salary/ Contract

JOB SUMMARY

Applies principles of accounting to analyze financial information and prepare financial reports by performing the following duties.

PRIMARY RESPONSIBILITIES

- Compiles and analyzes financial information to prepare entries to accounts, such as general ledger accounts, documenting business transactions.
- Distributes expenditures, encumbrances, receipts, and receivables according to schedules.
- Performs statistical analyses to determine trends, estimates, and significant changes, and writes narrative reports explaining findings.
- Audits contracts, orders, and vouchers, and prepares reports to substantiate individual transactions prior to settlement.
- Determines proper handling of financial transactions and approves transactions within designated limits.
- Monitors compliance with generally accepted accounting principles and company procedures.
- Reviews, investigates, and corrects errors and inconsistencies in financial entries, documents, and reports.
- Installs, modifies, documents, and coordinates implementation of accounting systems and accounting control procedures.
- Devises and implements system for general accounting.
- Makes recommendations regarding the accounting of reserves, assets, and expenditures.
- Conducts studies and submits recommendations for improving the organization's accounting operation.

SKILLS/ABILITIES

- Analytical - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data.
- Problem Solving - Identifies and resolves problems in a timely manner; Develops alternative solutions.
- Project Management - Coordinates projects; Communicates changes and progress.
- Technical Skills - Pursues training and development opportunities; Strives to continuously build knowledge and skills.
- Customer Service - Responds promptly to customer needs; Responds to requests for service and assistance.
- Interpersonal Skills - Maintains confidentiality; Remains open to others' ideas and tries new things.
- Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Participates in meetings.

- Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Able to read and interpret written information.
- Teamwork - Exhibits objectivity and openness to others' views; Contributes to building a positive team spirit.
- Business Acumen - Understands business implications of decisions; Aligns work with strategic goals.
- Diversity - Shows respect and sensitivity for cultural differences; Promotes a harassment-free environment.
- Ethics - Treats people with respect; Works with integrity and ethically; Upholds organizational values.
- Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values.
- Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Includes appropriate people in decision-making process.
- Motivation - Demonstrates persistence and overcomes obstacles; Takes calculated risks to accomplish goals.
- Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently.
- Professionalism - Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- Quality - Demonstrates accuracy and thoroughness; Applies feedback to improve performance.
- Safety and Security - Observes safety and security procedures; Reports potentially unsafe conditions .
- Adaptability - Adapts to changes in the work environment; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
- Attendance/Punctuality - Is consistently at work and on time; Arrives at meetings and appointments on time.
- Dependability - Follows instructions, responds to management direction; Completes tasks on time or notifies appropriate person with an alternate plan.
- Initiative - Undertakes self-development activities; Seeks increased responsibilities; Looks for and takes advantage of opportunities; Asks for and offers help when needed.
- Innovation - Meets challenges with resourcefulness; Presents ideas and information in a manner that gets others' attention.

EXPERIENCE/KNOWLEDGE

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Education and/or Experience: Bachelor's degree (B. A.) from four-year college or university in Accounting or Finance; or two to three years related experience and/or training; or equivalent combination of education and experience.
- Ability to read, analyze, and interpret general business periodicals, professional

journals, technical procedures, or governmental regulations.

- Ability to write reports, business correspondence, and procedure manuals.
- Ability to work with mathematical concepts such as probability and statistical inference, and concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Knowledge of Microsoft Office Products, i.e. Word, EXCEL. Great Plains general ledger and FRX reporting software experience a plus.
- Attention to detail and ability to multi-task.
- High integrity with compliance related issues.
- Thorough knowledge of general accounting including thorough skills knowledge plus the application of general accounting theory.
- Student loan industry experience preferred

NOTE: The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.