



JOB DESCRIPTION

POSITION: STAFF ACCOUNTANT
REPORTS TO: ACCOUNTING MANAGER
CLASSIFICATION: SALARY
REVISION DATE: MARCH 2021

POSITION DESCRIPTION

The Staff Accountant is primarily responsible for managing the accounts receivable process, general ledger month-end reconciliations, general ledger entries, and high-quality administrative support. This position resides in the Finance department and reports to the Accounting Manager, but also works closely with the other departments including Sales and Operations.

ESSENTIAL DUTIES/RESPONSIBILITIES

- Manages all daily processing of invoices
- Manages submission of invoices to customers by various electronic payment portals or processes
- Manage accounts receivable activities to ensure accuracy and reduce days outstanding in accounts receivable
- Prepares status report on Accounts Receivable Aging on a weekly basis
- Provides other Accounts Receivable reports, as necessary
- Initiate a problem resolution process on customer disputes including keeping organized notes of related customer correspondence
- Manages resolution of deductions or other invoice discrepancies including obtaining supporting documentation and approval for write off or filing dispute
- Preparation and reconciliation of month-end general ledger entries
- Provide coverage for accounting activities as needed
- Attends and actively participates in departmental meetings and calls
- Performs other tasks as required with Finance and cross-functional partners

Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the job.

KNOWLEDGE, SKILLS, AND ABILITIES

- High energy, positive professional ready to proactively contribute to a successful Finance team
- Professional oral and written communication skills to internal and external customers
- Exceptional organizational skills & a high attention to detail

- Time management skills and adherence to deadlines
- Ability to work under pressure both independently and as part of a team
- Customer-centric view in discussing customer internally and externally
- Ability to adapt to fast-paced changing business
- Strong computer skills including proficiency with Microsoft Office Suite
- Experience with ERP and LMS systems, experience with Sage software a plus

EDUCATION AND EXPERIENCE

- Bachelor's degree in Accounting
- Minimum of 3 years' general accounting experience with focus in Accounts Receivable and General Ledger
- Experience in B2B and/or technology firms preferred

SUPERVISORY RESPONSIBILITY

This position has no supervisory responsibilities.

WORK ENVIRONMENT

This job operates in a professional office environment. This role routinely uses standard office equipment.

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.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk or hear. The employee must occasionally lift or move office products and supplies, up to 20 pounds.

POSITION TYPE/EXPECTED HOURS OF WORK

Some flexibility in hours is allowed, however the employee must be available for a minimum of eight hours during "core" business hours between 7:00 am – 6:00 pm Monday – Friday as determined by the position and discretion of the supervisor.

TRAVEL

No travel required