

# Staff Accountant

## Summary

Fulltime Position.

## Essential Duties and Responsibilities

- Performing bank reconciliations.
- Preparing basic standard journal entries to the general ledger.
- Researching and resolving questions related to general ledger items.
- Performing monthly account analyses.
- Account collection.
- Report creation.
- Other duties as assigned.

## Key Attributes

- Bachelor's degree in Accounting.
- Minimum 3 years of Accounting experience.
- Must be able to apply knowledge of accounting principles/practices.
- Detailed oriented.
- Proficient in MS Office, particularly Excel.
- Excellent communication skills.
- Great Plains experience is a plus!