

We are seeking a detail-oriented and self-motivated **Staff Accountant** to support the Controller in managing the daily accounting functions of our small but growing company. This hands-on role is ideal for someone who enjoys variety and takes ownership of their work. The Staff Accountant will be responsible for month-end close activities, accounts payable, accounts receivable, payroll processing, and general accounting support.

Key Responsibilities

Month-End Close

- Prepare and post journal entries
- Reconcile balance sheet accounts
- Assist with financial statement preparation
- Maintain supporting documentation and schedules

Accounts Payable

- Process vendor invoices and ensure proper coding and approvals
- Prepare weekly payment runs (checks, ACH, credit card)
- Reconcile vendor statements and resolve discrepancies
- Maintain vendor files and support year-end 1099 preparation

Accounts Receivable

- Generate customer invoices and apply cash receipts
- Monitor aging reports and follow up on past due accounts
- Reconcile customer accounts and research payment issues

Payroll

- Process bi-weekly payroll in coordination with the Controller
- Ensure accuracy of employee hours, deductions, and benefits
- Maintain payroll records and support year-end W-2 preparation

General Accounting & Administrative Support

- Assist with audits and requests for financial information
- Support budgeting and forecasting activities

- Maintain clean and organized financial files
- Identify opportunities to improve processes and enhance accuracy

Qualifications

- Bachelor's degree in Accounting (required)
- 1–3 years of accounting experience preferred; small-company experience a plus
- Strong proficiency in **QuickBooks** (required)
- Solid understanding of GAAP
- Advanced skills in Excel and general Microsoft Office applications
- Strong attention to detail, accuracy, and organizational skills
- Ability to juggle multiple responsibilities and meet deadlines
- Excellent communication and problem-solving abilities

Why Join Us?

- Opportunity to grow with a small, collaborative team
- Hands-on experience across the full accounting cycle
- A role where your work has a direct impact on the company's financial success