



Employment Opportunity

Staff Accountant

Job Description Overview:

This Staff Accounting position in the Finance Department will handle a wide range of accounting duties. This individual will have responsibility for the administration of the financial controls and accounting systems to provide timely and accurate general financial statements to the Company assuring efficient operation of all general accounting functions. Specific duties include preparing general ledger journal entries, support of month-end closing, expense account analysis, ensuring accurate preparation of the financial statements, reconciling month bank statements, monthly balance sheet account reconciliations, banking, budget and forecast preparations, assisting with audit preparation; completing special projects as assigned.

Requirements:

The successful candidate must have the following skills and abilities:

- Detail oriented and organized
- Ability to meet assigned deadlines
- Excellent communication and interpersonal skills with a customer service focus
- Proficiency with Excel, Access and other Microsoft Office applications
- Ability to work cooperatively and collaboratively with all levels of employees, management and external contact to maximize performance, creativity, problem solving and results
- Ability to act and operate independently with minimal direction from manager

Education Requirements:

A BA in Finance or Accounting, 1-3 years related experience, experience with G/L close and processing journal entries, high attention to detail, excellent interpersonal and communication skills with the ability to achieve results are required.

All other details related to the position will be discussed during the interview

Interested applicants should submit a resume and PVG Application to HR