



Title: **Staff Accountant**

Location: St. Cloud, MN

JOB SUMMARY

The Outsourced Accounting **Staff Accountant** will compile and provide timely and accurate financial data to assist in preparing client financial statements. This position will work in a variety of industries including retail, professional services, restaurant, construction, and non-for-profit. We seek a candidate eager to advance their relationship skills to work with mid-market companies and their owners.

JOB DUTIES

- Code banking and credit card transactions
- Complete bank and credit card reconciliations
- Record payroll journal entries
- Process accounts payable
- Assist in 1099 preparation
- Process account receivable
- Basic knowledge and continued education of payroll rules and taxability
- Develop direct client contact for the purpose of retrieving and communicating specific information
- Familiarity with applicable accounting programs

REQUIRED EXPERIENCE / QUALIFICATIONS

- Associate degree in accounting
- 0-3 years relevant experience
- Proficient with Accounting software
- With guidance and feedback from more senior employees, seeks to limit rework by producing quality deliverables on the first attempt, avoiding negligent errors
- Organizes work to be easily interpreted by a reviewer or client
- Sets priorities according to external deadlines and project criticality; knows when to raise priority setting conflicts to management
- Leads by example, guided by the firm's core values
- Works well in a team environment
- Exerts extra effort when necessary to hit deadlines
- Self-motivated, meets weekly/engagement hours expectations
- Excellent verbal and written communication skills
- Ability to intake complex thoughts, synthesize them into clear, concise language then present with a cohesive narrative
- References and documents work

TECHNICAL SKILLS

- MS Office /Windows experience particularly financial modelling and data management in Excel
- Strong analytical and problem-solving abilities
- Excellent written and verbal communication skills
- Ability to communicate effectively with clients via email and phone

