



Title: **Staff Accountant**

Location: Remote

JOB SUMMARY

The Outsourced Accounting **Staff Accountant** will compile and provide timely and accurate financial data to assist in preparing client financial statements using fund-based accounting. This position works with charter or public schools.

JOB DUTIES

- Code banking and credit card transactions
- Complete credit card reconciliations
- Process accounts payable
- Process account receivable
- Balance and track assigned balance sheet asset and liability accounts
- Assist in 1099 preparation
- Advise clients on AP related best practices and compliance for spending public funds
- Basic knowledge of payroll rules
- Develop direct client contact for the purpose of retrieving and communicating specific information
- Familiarity with applicable accounting programs
- Assist with the preparation of the annual financial audit

REQUIRED EXPERIENCE / QUALIFICATIONS

- Associate degree in accounting or equivalent job experience is preferred
- 1-3 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 Excel
- Strong analytical and problem-solving abilities
- Excellent written and verbal communication skills
- Ability to communicate effectively with clients via email and phone