



Position:	Jr. Staff Accountant	Department:	Accounting
Classification:	Salary/Exempt	Reports To:	Senior Accountant
Date Created:	11/27/2023	Last Revised:	11/27/2023

Job Overview:

The Jr. Staff Accountant reports to the Senior Accountant of the company. The Jr. Staff Accountant provides support for the daily, weekly, and monthly accounting functions while also providing support to the overall operations of the Finance Department.

Essential Functions:

1. Prepares the daily cash report (BBC), ensuring proper accounting of all correspondent bank activity and posting of daily cash entries to the general ledger.
2. Maintains all fixed asset and depreciation records.
3. Maintains all prepaid schedules.
4. Responsible for accurate and timely sales tax reporting.
5. Posts daily and monthly entries to the general ledger.
6. Performs monthly general ledger account reconciliations.
7. Performs monthly bank reconciliations.
8. Provides support and assistance in the preparation of monthly financial statements.
9. Provides support and assistance in the preparation of the Company budget.
10. Supports periodic and year-end financial audit.
11. Completes daily accounts receivable reconciliation proof.
12. Performs proper archiving of financial documents on company fileserver and on the document retrieval system.

Additional Responsibilities:

1. Provides support for the annual insurance renewals.
2. Participates in efforts to streamline processes and implement enhancements to existing business functions.
3. Provides support and back-up for the Senior Accountant.
4. Performs other responsibilities as directed.

Knowledge, Skills, and Abilities:

1. Working knowledge of accounting principles (GAAP).
2. Proficient in the use of computers, specifically with Microsoft Office applications.
3. Strong knowledge of, and ability to use, Excel.
4. Ability to use ERP reporting systems.

5. Ability to analyze data sets, identify discrepancies, and make corrections as necessary.
6. Ability to perform work within timeframes, with a strong attention to detail and a high level of accuracy.
7. Ability to perform basic mathematical calculations.
8. Strong English language aptitude, including the ability to communicate effectively verbally and in writing.
9. Strong communication skills, including the ability to understand the needs and responsibilities of others, and factor such into the timely communication of work issues to others that have a need to know.
10. Ability to work independently and as part of a team effort.
11. Ability to maintain confidentiality of work-related information and materials.
12. Self-starter. Organized.
13. Honest and Trustworthy.

Education/Experience (Preferred Minimum Qualifications):

1. Possession of an Associates Degree in Accounting from an accredited college or university AND at least two (2) years of experience working in an accounting environment.

Or

2. Possession of a Bachelors Degree in Accounting from an accredited college or university AND at least one (1) year of experience working in an accounting environment.

Licenses/Certifications/Special Requirements:

1. Possession of a valid Driver's License.
2. Must take and pass a pre-employment drug test.
3. Subject to random and reasonable suspicion drug and alcohol testing.

Physical Requirements:

Requirement	8 Hour Schedule	10 Hour Schedule	As % of Time
Limited	0 – 1 hour	0 – 1 hour	Less than 1%
Occasionally	1 – 2 hours	1 – 2.5 hours	Equals 1% to 25%
Frequently	3 – 4 hours	2.6 – 5 hours	Equals 26% to 50%
Repeatedly	5 – 6 hours	5.1 – 7.5 hours	Equals 51% to 75%
Continuously	7+ hours	7.6 + hours	Equals 76% to 100%

Activity	Duration
<i>Sustained Postures</i>	
Sit:	<i>Continuously</i>
Stand:	<i>Limited</i>
Walk:	<i>Limited</i>
<i>Intermittent Activity</i>	
Bend:	<i>Limited</i>
Kneel/Squat:	<i>Limited</i>
Climb Stairs:	<i>Limited</i>
Crawling:	<i>Limited</i>
Overhead Reach:	<i>Limited</i>
Typing/Keyboard	<i>Repeatedly</i>
Vehicle Operation:	<i>Limited</i>
PPE/Special Clothing:	<i>Limited</i>

Activity	Duration
<i>Repetitive Use of Hands/Wrists</i>	
Grasp:	<i>Frequently</i>
Push/Pull:	<i>Limited</i>
Fine Manipulation:	<i>Continuously</i>
<i>Material Handling lbs.</i>	
Lift:	<i>0 – 80 lbs Limited</i>
Carry:	<i>0 – 80 lbs Limited</i>
Push:	<i>0 – 80 lbs Limited</i>
Pull:	<i>0 – 80 lbs Limited</i>
<i>Miscellaneous</i>	
Exposure to Heights:	<i>Limited</i>
Exposure to Packaged Chemicals:	<i>Limited</i>
Exposure to Temperature Contrasts:	<i>Limited</i>