

**Staff Accountant**

Part-Time – up to 28 hours per week.

**Job Responsibilities:**

Provides management with information by reconciling balance sheet accounts, analyzing data and updating financial schedules.

**Job Duties:**

- Prepare monthly bank reconciliations
- Assist with monthly balance sheet reconciliations
- Analyze variances in in GL accounts and recognize corrections needed
- Calculate EOM COGS
- Enter miscellaneous CRs into the account system
- Apply AR payments
- Offer backup in payroll processing
- Initiate correcting entries or JVs needed

**Skills and Qualifications:**

- Accounting Degree preferred
- 2 years of accounting experience required
- Working knowledge of Excel
- Excellent written and verbal communication skills
- Ability to balance multiple tasks
- Flexibility in taking on new tasks not specifically listed
- Willingness to cross train on other accounting tasks

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