

Staff Accountant

Full-Time Hourly (Non-exempt)

Salary for this position is commensurate with education and job experience

Job Overview:

The Staff Accountant will be responsible for monthly reconciliations, recording month-end entries, and other accounting functions as needed.

Responsibilities:

- Calculate COGS for Concession sales
- Enter cash receipts into the general ledger
- Reconcile general ledger accounts as assigned
- Issue invoices for school programs and field trips-as needed
- Serve as back-up for A/P
- Assist management with the budget process
- Provide financial reporting as requested by internal managers
- Calculate and submit Sales Tax payments via the state website

Qualifications:

- Bachelor's degree in Accounting required
- 2-4 years of Accounting experience preferred
- Ability to create basic excel worksheets
- Excellent organization skills with an attention to detail.

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