



## Job Description

<b>Job Title</b>	Staff Accountant
<b>Department</b>	FS
<b>Reporting Relationship</b>	Controller
<b># of Employees Supervised</b>	0

## Job Summary

Journal entry preparation, input, and analysis of general ledger accounts as assigned. Assist with preparation and analysis of financial statements. Maintain reporting systems. Maintain and update balance sheet analysis reports as assigned. Assist/backup other accounting areas (accounts payable, accounts receivable and grower accounting).

## Primary Duties & Responsibilities

- Assist in preparation of monthly journal entry and analysis
- Reconciliations – balance sheet accounts as assigned
- Prepare a variety of financial statements, reports and analysis timely and accurately
- Monthly closing process – posting, balancing and reconciling subsidiary ledgers
- Monthly reporting to various agencies
- Communicate financial information with department managers
- Provide financial information to other departments
- Cross train and support all other accounting functions and positions
- Assist in preparation of budgets and budget variance analysis
- Maintain integrity and accuracy of accounting system
- Review monthly expenses
- Any other duties as assigned

## Educational & Job Requirements

- 4 year degree in accounting
- 2-3 years of general accounting experience
- Work under minimal supervision
- Communicate effectively, orally and in writing
- Demonstrate a high level of proficiency with computer software necessary to perform duties (i.e. Excel, Word)

