



## Staff Accountant

**FLSA Classification:** Exempt  
**Position Type:** 12-month Staff, Full Time  
**Reports to:** Finance Manager

### OVERVIEW OF POSITION:

The Staff Accountant handles day-to-day accounting and financial requirements for a growing organization. Confidentiality, excellent organizational skills and accuracy are important qualifications as well as strong customer service and communication skills. The staff accountant will have experience in supporting a complex organization in its financial and accounting management and is reliable and consistent in meeting deadlines with accuracy.

### Duties and Responsibilities

1. Maintain and update accounting records and files.
2. Process accounts payable and accounts receivable.
3. Management, billing and reconciliation of extended day and tuition accounts.
4. Cross train on payroll to be a backup for payroll processing.
5. Process check requests and expense reports.
6. Post journal entries and transactions and categorize records in the general ledger.
7. Reconcile bank statements and other accounts.
8. Analyze transactions with internal and external stakeholders and first level communication.
9. Participate in month-end and year-end close.
10. Prepare monthly budget to actual reports by department.
11. Respond to vendor inquiries and resolve vendor billing discrepancies as they arise; act as primary point of contact for vendors and staff who have questions about expenses and payables.
12. Prepare documentation for the annual audit
13. Continue to learn and apply new accounting rules and regulations to remain in compliance.
14. Suggest improvements to finance and accounting policies and practices.
15. Other duties as assigned.

### *Required Skills/Abilities*

- Strong analytical skills.
- Able to work independently and prioritize tasks.
- Works well under pressure, in a fast-paced environment, with a high degree of accuracy.
- High degree of attention to detail and ability to multi-task.
- Excellent time management and organizational skills.
- Ownership and pride in accurate work product.
- Reliable team player.
- Proficient in Microsoft Office, particularly Excel.
- ADP Workforce Now and/or payroll experience is a plus.

### *Qualifications*

- Associates degree in accounting or bachelor's degree in accounting (preferred).
- At least 3 years of related experience in general staff accounting.

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