

Staff Accountant

Expect Full Time
Budget: \$60-75K

Tasks include, but are not limited to.

Responsibilities

- Accounts Payable functions: vendor relations, master data maintenance, invoice processing, approvals, etc.
- Payment Disbursements: Initiate wires and ACH transfers for certain vendor payments.
- Accrue for various month-end payables.
- Process employee expenses and company credit card expenses.
- Assist with tracking expenses for client work to support billing
- Provide support and assist with projects as needed.
- Offer support for ad-hoc Accounts Payable/Accounting matters or auditing requirements.
- Finance-related and purchasing support for departments
- Balance Sheet Reconciliation
- Receive and post customer payments
- Perform other duties as needed or assigned.

Qualifications

- Bachelor's degree in accounting or finance-related field is preferred.
- At least 2 years of accounts payable experience. 3-way matching, quotes, approvals, etc.
- Strong proficiency using Microsoft Office and relevant systems technology.
- Excellent interpersonal skills, and a good team spirit.
- Detail-oriented with strong analysis, and problem-solving.
- Strong understanding of Accrual Basis Accounting.
- Strong understanding of financial controls and compliance.
- Strong understanding of project costing/ expense tracking.

Preferred Qualifications:

- Experience, or interest in streamlining processes utilizing AI, or similar tools.