



Staff Accountant

Position Description

The Staff Accountant will report to the Chief Financial Officer, will also provide support to the President & Chief Executive Officer, and work with other internal employees, external clients, subcontractors and consultants to fulfill the duties and responsibilities as outlined below.

Essential Duties and Responsibilities

- Expert knowledge of Microsoft Office (Outlook, Word, Excel, PowerPoint) with experience producing high quality reports, presentations and other documents
- Proficient in Quickbooks
- Proven ability to work effectively both independently and in a team-based environment
- Ability to handle confidential matters
- Manage daily calendars for executive staff
- Attend meetings as necessary and assist with meeting preparation and documentation
- General accounting duties, including those for development entities
- Provide assistance to CFO for various accounting and reporting functions
- Fleet management
- Assist with annual financial and insurance audits
- Excellent communication skills both verbal and written
- Superb organizational skills
- Proven ability in assembling, compiling, analyzing and summarizing data
- Demonstrated analytical ability in preparing reports
- Ability to work independently on projects and anticipate and address issues in the executive's absence
- Must be assertive, creative and innovative, with proven decision-making skills
- Other duties as assigned

Qualifications

A four-year degree, experience working with senior management, experience in human resources a plus. Demonstrated computer skills and proficiency with Microsoft Office suite programs, tele and video conferencing. Candidate must possess a professional demeanor, positive attitude, a strong work ethic, suitable interpersonal skills and the ability to communicate well both verbally and in writing. Must possess a valid driver's license.

Physical Demands and Work Environment

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Performance of the required duties will require physical ability to climb stairs, sit, stand and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. Performing this job requires use of hands and the ability to talk and hear.

Work Environment: Variations in work location and schedule may occur.