**Staff Accountant**

**Position Summary**:

Assist with the day-to-day accounting responsibilities, reporting, and month end close duties. Work as a business partner to sales and marketing, performing monthly accounting (managing prepaids and accruals) and providing cost and budget reporting. Perform management of the fixed assets sub-ledger along with performing the accounting for any additions or disposals. Assist with value added projects outside of day-to-day scope.

**Objectives**:

* Perform accounting for the marketing and sales functions, this includes managing prepaids and accrual balances in line with GAAP
* Actual vs budget reporting for the marketing and sales department
* Fixed assets accounting including management of additions, disposals, and location transfers
* Prepare the JE's and reporting for travel and entertainment (T&E) expenses
* Assist in system administration for our T&E platform (Concur)
* Prepare reconciliation of cash balances to the bank balances
* Prepare balance sheet reconciliation for assigned areas
* Identity opportunities for efficiencies that will drive process improvements

**Requirements**:

* At least 2-4 years of accounting experience
* BS in Accounting or Finance with an understanding of GAAP
* CPA/CMA preferred but not required
* Public accounting experience a plus
* Organized and can balance more than one task at a time with a high attention to detail producing accurate deliverables
* Strong excel skills, proficient in the remaining Microsoft Suite, and NetSuite experience a plus
* Strong communication skills; verbal, written, and in presentations