
Title: Staff Accountant

FLSA Status (Exempt v. Non-exempt): Exempt

Location: Exton, PA

Position Overview

The Staff Accountant is an entry level position in the Company's Corporate Accounting team. This position is responsible for assisting in creating accurate and timely financial records for the organization. The Staff Accountant is a multi-faceted position with potential for advancement. The position will work closely with the Corporate Controller, Accounting Manager and members of finance team.

Primary Objectives

- Support the company's Accounting department
- Assist the Accounting Manager and department in the delivery of quality service to internal and external customers

Specific Responsibilities

- Cash management reporting and timely reconciliation of bank accounts and related general ledger accounts
- Assist in the completion of the monthly/quarterly financial close process
- Analyze and reconcile general ledger activity including cash, intercompany activity and various Balance Sheet accounts
- Manage fixed asset accounting process
- Assist in the preparation of monthly/quarterly financial reporting
- Participation in the Company's annual external audit and annual bank field exam process
- Complete daily assigned customer cash flow documentation based on customer funding type
- Support the management team with various reporting and analyses
- Assist with monthly bank compliance
- Process weekly customer commission payments
- Prepare, review and process weekly paycheck garnishments for company employees
- Update job knowledge by participating in educational opportunities
- Other tasks as needed

Skills and Qualifications

- Bachelor's degree in Accounting
- 1-3 years' experience in a similar role
- Strong computer skills, including proficiency with Microsoft Office products
- Proficient operating knowledge and experience using MS Excel
- Strong orientation to quality, continuous improvement and customer service
- Ability to thrive in a fast paced, dynamic environment
- Must be self-driven, creative and willing to build new skills and grow with position
- Superior communication (both oral and written)
- Ability to work both independently and as part of a team
- Strong organizational and analytical skills with an ability to manage multiple projects simultaneously
- Willingness to establish and maintain effective working relationships in a team environment
- Ability to multi-task, prioritize, adapt to changing environment
- Prior experience with Microsoft Dynamics GP or other multi-module General Ledger System a plus