

JOB DESCRIPTION

Staff Accountant, Finance Department

Department: Finance Location: Allen, TX FLSA Status: Exempt	Travel: 5% Reports To: Director of Finance Version Date: January 2022
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Summary:

The Staff Accountant is responsible for maintaining, preparing and reconciling general ledger accounts; posting monthly journal entries, maintaining and processing accounts payable and accounts receivable, processing semi-monthly payroll and performing general accounting support to the Director of Finance.

Job Duties and Responsibilities:

- Maintain Accounts Payable; manage invoice queue, code invoices, set up new vendors.
- Verify and/or complete payment of invoices associated with accounts payable and ensure payments are charged to the appropriate accounts.
- Create ACH, domestic and international wire payments.
- Process semi-monthly payroll.
- Assist with payroll tax reporting and year end W-2 and 1099's.
- Process and create import journal entry batches for credit card charges, employee reimbursements, participant reimbursements, refunds and capstone refunds.
- Reconcile bank account, verify deposits and transactions.
- Create monthly journal entries.
- Reconcile accounts for month end closing.
- Enter deposits and balance accounts receivable.
- Maintain prepaid and accrual schedules.
- Maintain fixed asset module and create depreciation journal entry.
- Assist with audit; gather necessary account information and documents to perform annual audit as requested.
- Assist with analyses, budget and performance projection assignments.
- Maintains knowledge of acceptable accounting practices and procedures.
- Performs other related duties as assigned.

Qualifications/Skills:

- Bachelors Degree in Accounting, preferred but may consider related work experience.
- 2+ years of accounting experience preferred.
- Strong numeracy and analytical skills.
- Good problem-solving and time management skills.
- Excellent verbal and written communication skills.

- Highly organized and detail orientated.
- Knowledge of general financial accounting.
- Understanding of and the ability to adhere to generally accepted accounting principles.
- Proficient with Microsoft Office Suite applications.
- Highly proficient in Microsoft Excel.

The disclaimers below should be included with all job descriptions.

This job description is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and Passages reserves the right to change this job description and/or assign tasks for the employee to perform, as deemed appropriate.

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