



## JOB DESCRIPTION

Job Title:	Staff Accountant	Reports to Job Title:	Controller
Department:	Accounting	Division:	Administration
Direct Report(s):	None	FLSA Status:	Non-exempt
<input type="checkbox"/> New Position	<input checked="" type="checkbox"/> Revised Position	Last Revised:	11/16/2017

### SUMMARY:

Under general supervision, performs accounting functions requiring in-depth knowledge of all financial systems. Analyzes, verifies and posts transactions to journals, ledgers and other records. Analyzes, investigates and corrects accounting entries as needed. Performs reconciliation of complex transactions.

### ESSENTIAL FUNCTIONS: (other duties may be assigned)

- Prepare and verify daily reports; analyze, investigate and correct accounting entries as needed.
  - Perform multiple bank account reconciliations.
  - Compile monthly reports; completion of monthly, quarterly and annual financials.
  - Prepare monthly balance sheet schedules.
  - Fixed asset recording.
  - Period end close through Trial balance.
  - Analyze, verify and posts transactions to journals, ledgers and other records.
  - Determines value of depreciable assets by running depreciation software program.
  - Maintaining various financial records, organizing documents to proper accounts.
  - Encoding information into accounting systems.
  - Compiling routine numerical information, performing research.
  - Preparing purchase orders and contract payments.
  - Prepares procurement policies.
  - Reconcile selected general ledger accounts; write journal entries for reclassification of expenses as needed.
  - Back up to payroll & AP.
- *Other Duties: Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.*

### COMPETENCIES:

- Bachelor's degree in Accounting and two years of similar experience
- Experience with Sage accounting software
- Experience in grocery accounting preferred
- Outstanding customer service skills
- Attention to detail and good organizational skills

- Outstanding cash handling skills
- Willingness to be open, to learn and take on new responsibilities
- Ability to maintain confidentiality
- Effective communication skills
- Ability to read and comprehend instructions
- Analytical ability and proficiency in math
- Ability to work in a fast-paced environment

**TECHNICAL SKILLS:**

- 1) **Quality of Work**
  - a. Understands technical requirements of the job, applies technical knowledge consistently.
  - b. Performs all tasks per the department procedure
- 2) **Quantity of Work**
  - a. Performs all tasks consistently at an acceptable rate as outlined by department supervisor.
  - b. Organizes tasks efficiently, maintains focus and stays productive.
- 3) **Safety**
  - a. Maintains a safe work environment per the department procedures; federal and state regulations.
- 4) **Computer Skills**
  - a. General knowledge of computers, internet and e-mail
  - b. Working knowledge of Microsoft Word, Excel, and Outlook as well as general database entry
  - c. Ten-key

**WORK ENVIRONMENT:**

This is a position in a shared office environment, although noise level is generally low. This position uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

**PHYSICAL DEMANDS:**

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and /or ability required.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.
- While performing the duties of this job, the employee is regularly required to sit and talk or listen. The employee frequently is required to reach with hands and arms. The employee is occasionally required to walk and use hands to finger, handle, or feel objects, tools or controls.
- The employee must regularly lift and/or move up to 20 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by the job include close vision, depth perception, and the ability to adjust focus.
- The noise level in the work environment is usually moderate.

**POSITION TYPE & EXPECTED HOURS OF WORK:**

Full time – 40 hours per week

**EEO STATEMENT:**

North Coast Cooperative provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, North Coast Cooperative complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

**SIGNATURE:**

This job description has been approved by all levels of management:

Manager \_\_\_\_\_

HR \_\_\_\_\_

\*Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_