



## STAFF ACCOUNTANT JOB DESCRIPTION

### Summary

The Staff Accountant is responsible for assisting the Controller with business and financial analysis and processes across manufacturing, construction and climbing gym operations. This role will also support the Controller with day-to-day operations, various reporting, reconciliation and analysis, including maintaining a general ledger accounting system, AP/AR, occasional payroll tasks, month-end close, & yearly reconciliations.

### Primary and Essential Functions

- Assists with business analytics, cash-flow projections, material purchasing, data collection, quality and efficiency studies, statistical modeling, process control and implementation;
- Assists with the development, implementation and modifications of accounting policies, procedures and process improvements/best practices;
- Creates, organizes and maintains files using QuickBooks;
- Assists with accounts payables and process payments in a timely manner;
- Receives, routes and processes invoices, check requests and payments for all vendors;
- Enter and classify receipts into QuickBooks;
- Clarify receipt information with card holders and notify them of any outstanding receipts;
- Create customer invoices, interact with vendors in-person and on the telephone, & research problems and provide consistent follow-up;
- Maintains chart of accounts and assigns entries to proper accounts;
- Reviews and completes bank reconciliations;
- Reviews, investigates and corrects errors and inconsistencies in financial entries and reports;
- Assist with semi-monthly payroll,
- Assists with tax preparation as necessary;
- Year-end activities & audits;
- Ad hoc projects as needed;
- Additional duties as assigned.

### Requirements

- Bachelor's degree in accounting or related degree;
- 4+ years of accounting experience;
- Advanced proficiency in Microsoft Excel;
- 1-2 years QuickBooks experience;
- Strong quantitative analytical skills;
- Ability to analyze and audit data to detect errors;

- Well-developed time management skills with the ability to manage multiple priorities;
- Experience reconciling data and comfortable managing and reviewing high volume of data at scale;
- Ability to reconcile accounts and perform cost analyses, month-end close responsibilities, etc.
- Excellent organizational skills and attention to detail;
- Proactive, self-starter;
- Exceptional level of attention to details;
- Highly proficient knowledge of Microsoft Office products, particularly Excel;
- High level of confidentiality and discretion;
- Strong written and verbal communication skills.

### **Job Hazards**

This position is exposed to airborne chalk, dust and cleaning supplies. And may be exposed to objects falling from great heights when in climbing areas. Other hazards include trips and falls caused by obstacles on the ground such as ropes and climbing gear and slippery surfaces after they have been cleaned.

*The Front Climbing Club is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, pregnancy, sexual orientation, gender identity, national origin, age, protected veteran status, or disability status.*