



JOB TITLE: Staff Accountant

DEPARTMENT: Finance

COMPENSATION: Dependent upon experience. Contact for details.

FLSA STATUS: Non-Exempt

REPORTS TO: Director of Finance

LOCATION: Katy, Texas

SCHEDULE: Mon – Fri 8:00 am – 5:00 pm

SUMMARY: The Staff Accountant to provide general accounting support. An ideal candidate combines excellent analytical skills with a thorough knowledge of accounting principles and will help create and analyze financial reports.

DUTIES AND RESPONSIBILITIES:

- Prepares monthly journal entries.
- Assists with the preparation of monthly financial reports and cash flow projections.
- Verifies accuracy of journal entries and accounting classifications within the financial statements.
- Coordinates accounting matters with other departments within the division.
- Analyzing and summarizing financial information.
- Allocates expenditures to correct accounts according to departmental procedures.
- Reconciling account balances and bank statements.
- Verify, allocate, post, and reconcile accounts payable and receivable.
- Preparing month-end close procedures.
- Produce error-free accounting reports and present their results.
- Spot errors and suggest ways to improve efficiency and spending.
- Review and recommend modifications to accounting systems and procedures.
- Prepare financial statements and produce budgets.
- Assist with external audits, tax audits, and tax returns.
- Support month-end and year-end close process.
- Develop and document business processes and accounting policies to maintain internal controls.

SUPERVISORY RESPONSIBILITIES:

- This job has no supervisory responsibilities.

QUALIFICATIONS:

- Bachelor's degree in Accounting, Finance or relevant field.
- Thorough knowledge of basic accounting procedures.
- In-depth understanding of Generally Accepted Accounting Principles (GAAP).
- Familiarity with financial accounting statements.
- Advanced MS Excel skills including Vlookups and pivot tables.
- Accuracy and attention to detail.

- Aptitude for numbers and quantitative skills.

COMPETENCIES:

- **Ethics** - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- **Adaptability** - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
- **Attendance/Punctuality** - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- **Customer Service** - Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.
- **Dependability** - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.
- **Initiative** - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.
- **Interpersonal Skills** - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.
- **Judgement** - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.
- **Motivation** - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals.
- **Organizational Support** - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.
- **Problem Solving** - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
- **Teamwork** - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

- Occasionally required to stand/walk.
- Frequently required to sit
- Continually required to utilize hand, finger dexterity, talk and hear.
- While performing the duties of this job, the noise level in the work environment is usually quiet.
- The employee must occasionally lift and/or move up to 5 pounds.