



**Job Title:** Corporate Staff Accountant

**Reports To:** Accounting Manager

**Department:** Finance & Accounting

**FLSA Code:** Exempt

**Date Modified:** May 2018

### **Job purpose**

The corporate staff accountant assists in the preparation of the monthly and quarterly close of the corporate level trial balance accounts in order to produce the 10-Q and 10-K SEC reports.

### **Duties and responsibilities**

- Manage preparation of quarterly trial balance closing binder and coordinate with accounting team.
- Receive and review debt payment notices and record in MRI, once payment is made
- Enter new vendors into MRI and sync with the invoice processing application (AVID)
- Code corporate invoices in AVID
- Coordinate with all department heads on any G&A budget changes
- Reconcile all bank accounts in MRI and prepare for review
- Review the bank accounts daily and prepare cash forecasts
- Initiate wires and internal transfers for acquisitions, debt and other activity
- Record all corporate fixed asset additions, dispositions and monthly depreciation in MRI and reconcile with FAS, the fixed asset sub ledger
- Record monthly G&A journal entries, accruals, prepaid corporate expenses, ATM Activity and payroll entries in MRI
- Record corporate credit card activity in MRI based on approved expense reports (Concur)
- Assist with the variance analysis on select general ledger accounts
- Perform reconciliations and prepare work papers on corporate general ledger accounts
- Audit assistance as needed
- Prepare supporting documentation related to internal controls

### **Qualifications**

- BA/BS degree or higher in Accounting
- Experience with Microsoft Excel
- Experience with MRI is preferred, not required
- Experience with Sage Fixed Assets preferred, not required
- 1-3 years of experience
- Strong organizational skills and attention to detail
- Strong interpersonal and communication skills
- Demonstrated flexibility, self-development and embraces change
- Ability to work in a fast-paced, dynamic environment and handles multiple projects at once

### **Working conditions**

Position does not require special working conditions. Employee works in an office setting utilizing a laptop provided by company.

**Direct reports**

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Position has no direct managerial responsibilities.