**Job Title**: Staff Accountant

**Location**: Fox Lake

**Hourly/Salary**: Salary

**Department/Division**: Administration

**Reports To**: Director of Finance and Admin

**Position Type**: Full Time

##### Job Overview:

The role of staff accountant plays a vital role in supporting the day-to-day financial operations of the company. The ideal candidate will possess a strong fundament foundation in accounting principles, attention to detail and the ability to collaborate effectively with cross-functional teams. This role will be responsible for various accounting functions, ensuring accuracy and compliance with established procedures.

#### ROLE AND RESPONSIBILITIES

* General Ledger Maintenance – recording, reconciling, and conducting analysis and providing support for adjustments as needed.
* Accounts Receivable – Monitoring accounts, including timely payment application and collection efforts, investigating, and correcting any out-of-balance conditions and assist with obtaining and reviewing credit worthiness of customers.
* Fixed Asset Management – Maintain accurate records of fixed assets including updating and maintaining depreciation schedules.
* Audit Assistance – Support with requests and documentation from external auditors.
* Financial analysis – conduct thorough financial analysis to assist key stakeholders with decision making and provide insight into cost reduction opportunities and revenue enhancement strategies.
* Additional accounting and reporting duties as assigned.

#### QUALIFICATIONS AND EDUCATION REQUIREMENTS

* Bachelor’s degree in related field preferred.
* At least three (3) years of previous experience in an accounting function.
* Previous experience with accounting and/or ERP systems preferred.

#### PREFERRED SKILLS

* Proficient in Microsoft Office products (Excel, Word, Outlook).
* Ability to solve problems independently.
* Accurate, attention to detail and ability to follow through to completion.
* Strong analytical and organizational skills.
* Flexibility and willingness to adapt to change as necessary.

#### ADDITIONAL NOTES

This position will require an energetic, fast-paced person who enjoys multi-tasking in a small department. This position is perfect for the person who is looking to join an organization looking for change and has opportunities for advancement.