**Job Title:** Staff Accountant

**Location:** Anderson, SC

**SUMMARY:**

Under general direction, will perform general accounting tasks with a focus on analysis, accuracy and timeliness. Position includes financial calculations, data processing and system management, ensuring end results are in compliance with GAAP requirements.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Manage tasks within the month end close processes and prepare account reconciliations.
2. Analyze and audit monthly transactional data to ensure accuracy.
3. Prepare and post monthly journal entries.
4. Create and prepare monthly financial reports as required, including some Board level reporting.
5. Prepare documents for tax and financial audits.
6. Develop and implement general accounting policy procedures and coding as needed.
7. Research accounting standards and guidelines and make recommendations for accounting treatment of unusual or new transactions.
8. Actively seek opportunities to improve and streamline processes.
9. Perform various cash management activities
10. Responsible for project cost accounting and revenue recognition.
11. Lead and support special projects in the accounting and finance areas.

**KEY SUCCESS INDICATORS/ATTRIBUTES:**

1. Ability to prioritize and multi-task in a fast paced, changing environment.
2. Demonstrate excellent organizational skills and be detail oriented.
3. Ability to analyze issues and recommend solutions
4. Demonstrate excellent verbal and written communication skills.
5. Demonstrate excellent interpersonal skills
6. Advanced skills in Excel

**EDUCATION AND/OR EXPERIENCE:**

Bachelor’s degree in accounting and 3+ years of related experience. Working knowledge of GAAP reporting required. Proficient government related contracting is preferred. Working knowledge of Oracle’s NetSuite is preferred. DCAA experience preferred.

**CERTIFICATES AND/OR LICENSES:**

Certified Public Accountant (CPA) preferred.