

STAFF ACCOUNTANT

Department: Finance and Administration
Reports to: Finance Manager
Position: Full-Time Exempt
Supervises: N/A

POSITION SUMMARY

Plimoth Plantation seeks an experienced staff accountant to join our team. You will be responsible for performing general bookkeeping, maintaining financial reports, and preparing and analyzing budgets. A strong work ethic, attention to detail, and demonstrated knowledge of operational accounting and finance functions are a must.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Perform professional accounting work in the recording and reporting of financial transactions and budgetary control for departments.

Major Duties and Responsibilities:

- Assist with monthly close including preparing and recording journal entries, analyzing G/L accounts, recording adjusting journal entries and accruing expenses each month
- Prepare analysis and balance sheet reconciliation of various accounts
- Assist with the annual audit process, working closely with internal constituents and external auditors to ensure that reports sent are free from errors in a timely manner.
- Assist the Finance Manager and CAO with developing annual operating and capital budgets, multi-year budget models for revenue and expense
- Analyze financial reports and budget to actual reports for discrepancies and variance analysis
- Sales Tax return preparation and filing with management review
- Administer insurance payment control
- Provide back up for A/P and A/R clerks, and bi-weekly payroll processing
- Assist in Monthly Cash reconciliations

This description focuses on the primary duties of the position. It is not designed nor intended to include all duties inherent in satisfactory performance of the position.

QUALIFICATIONS:

- Bachelor's degree in accounting, finance or related discipline preferred
- 2+ years related experience and/or Non Profit accounting experience.

- Strong analytical and organizational skills with attention to detail.
- Excellent written and oral communication skills, and polished interpersonal skills.