



**Position Title:** Staff Accountant  
**Department:** Accounting  
**Reports To:** Controller  
**FLSA Status:** Non-Exempt

### ***SUMMARY***

This position will be responsible for keeping the Agency financially organized. The Staff Accountant prepares and records assets, liabilities, revenue, and expense entries by compiling and analyzing account information. Maintains and balances accounts by verifying, allocating, posting, reconciling transactions, and resolving discrepancies.

### ***ESSENTIAL RESPONSIBILITIES***

- Prepare precise reconciliations for all trust, operating and money market accounts and credit card statements; research and resolve all discrepancies
- Perform vendor and company payables; enter vouchers, print checks, monitor past dues, and keep current on payments
- Monitor bank balances daily, review transactions/balances on all accounts
- Post any SEP or IPFS EFTs daily
- First of the month payables and billing
- Manage Accounting email; resolve and respond appropriately to sender
- Reconcile Employee expense statements
- Manage and monitor GL Accounts
- Prepare Trust Account deposits
- H&B Safety & Risk Management month end billing and first of month contract billing
- First of month payables: rents, benefits, and taxes
- Process Bi-Weekly Payroll: Audit timecards; employee changes, expense allocations, post payroll journal entry
- Audit aged outstanding client receivables and company payables report monthly
- Provide statements to H&B network of companies
- Provide employee support: account balances or reconciliations, payroll questions, exchange accounts support
- Provide various state and federal tax filings, weekly cash transfer reports and capitalized assets to Acrisure for processing
- Complete reporting of Assets to Assessor's Offices for City Property Taxes
- Annual Reports & Fees to States where Non-Resident Licenses are held
- Maintenance of Accounting related files



## **COMPETENCIES**

To perform this job successfully, an individual must be able to perform each essential duty at a high level. The requirements listed below are representative of the knowledge, skill, and/or ability required.

## **QUALIFICATIONS**

- Bachelor's degree in Accounting or Finance preferred
- 3+ years of experience in Accounting/Finance
- Knowledge of Property & Casualty Insurance industry a plus
- Must be proficient with Microsoft 365 (Outlook, Word, and Excel) able to quickly learn other software or applications as assigned.
- Must have superior level of detail orientation.
- Problem Solving: Under limited supervision or direction, anticipates and solves problems for self and others at all levels of the organization.
- Analyzing/Evaluation: Independently examines complex information and/or situations, evaluates potential impact, weighs options, and makes recommendations.
- Decision-Making: Decisions are guided by precedent and interpretation of applicable rules and regulations. Decisions may have a significant impact on others and the organization.
- Discretion/Confidentiality: Work responsibilities frequently concern confidential and/or sensitive information always requiring the use of discretion.
- Teamwork: Teamwork and cooperation are essential to the successful completion of own and others' job duties.
- Read/Write/Speak English: Ability to perform verbal and written communications face-to-face and in-group meetings.
- Creativity: Job duties are widely diverse, and frequently require conceptualizing, planning, and implementing.
- Task Handling: Job duties are widely varied, and frequently require attention to and/or coordination of concurrent jobs.

## **PHYSICAL DEMANDS AND WORKING CONDITIONS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to remain in a stationary position 50% of the time.
- The person in this position needs to occasionally move about inside and outside the office to access office machinery, visit another office, etc.
- Constantly operates a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer.



- The person in this position frequently communicates with staff. Must be able to exchange accurate information in these situations.
- Occasionally moves office equipment weighing 10 to 25 pounds requiring reaching above/below the waist, pushing and/or pulling movements and lifting.
- Occasionally required to bend/stoop or kneel to access cables or other items below desk.

*THIS DESCRIPTION IS NOT INTENDED TO BE A COMPLETE STATEMENT OF JOB CONTENT, RATHER TO ACT AS A GUIDE TO THE ESSENTIAL FUNCTIONS PERFORMED. MANAGEMENT RETAINS THE DISCRETION TO ADD OR TO CHANGE THE DUTIES OF THE POSITION AT ANY TIME.*