

Tacoma, WA – Staff Accountant

STATUS

Exempt

ACCOUNTABLE TO

VP, Controller

OVERVIEW

The staff accountant is responsible for independently applying accounting principles and procedures to analyze financial information, assist with the preparation of accurate and timely financial reports and statements and ensure appropriate accounting control procedures.

ESSENTIAL FUNCTIONS

- Follow the company's established accounting processes.
- Prepare accounting related entries to numerous registers, journals and logs, providing detailed analysis and explanations of all transactions accurately and on time.
- Support accounts payable activities to ensure accuracy and timeliness of invoice creation and entry.
- Complete reconciliation for employee expense reports, rents, petty cash and credit cards.
- Regularly maintain detailed reconciliations of balance sheet accounts in areas of responsibility (benefit accounts, prepaid accounts, accounts payable, commissions payable, and personal property taxes).
- Ensure expenses are allocated accurately.
- Maintain allocation tables to ensure correct distribution of expenses.
- Maintain fixed asset schedules and post depreciation monthly.
- Assist in preparation of personal property tax affidavits.
- Partner with other departments to coordinate monthly close.
- Reconcile monthly bank statements.
- Assist in financial analysis and budgeting.
- Participate in various ad hoc projects.
- Perform other duties or projects as requested.

SUPERVISORY RESPONSIBILITIES

- There are no direct supervisory responsibilities

ESSENTIAL QUALIFICATIONS

- Bachelor's degree in accountancy or equivalent combination of experience and instruction.
- PC literate (Internet, Excel, Word, Outlook) and working knowledge of accounting systems (Great Plains, Microsoft Dynamics or SL preferred).

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- 5+ years related experience.
- Ability to multi-task and utilize resources to execute tasks within a deadline oriented environment.
- Accurate, attentive, detail oriented, with strong analytical skills.
- Demonstrated financial analysis skills.
- Professional and customer-service oriented with the ability to interface with employees, management & clients.
- Able to function in a team environment with demonstrated ability in problem solving.
- Professional telephone etiquette with excellent oral and written communication skills.
- Ability to prioritize and organize work load in order to meet daily, weekly and monthly deadlines.
- Professional level of confidentiality in handling employee information.
- Demonstrated high level of initiative and strong trouble shooting skills.
- Ability to work outside of normal office hours to meet various deadlines.

Kidder Mathews offers a challenging, exciting, and professional work environment in a high profile industry. Competitive salaries and comprehensive benefits. Qualified applicants should submit cover letter and resume to hr@kiddermathews.com.