

JOB DESCRIPTION

JOB TITLE: Staff Accountant

DEPARTMENT: Accounting

PEOPLE LEADER: Controller

EXEMPTION STATUS: Exempt

EEO-1 STATUS:

JOB SUMMARY: The Staff Accountant will play a crucial role in the finance department with responsibilities that include maintaining financial records, conducting routine accounting duties, and supporting the financial health of the organization. This position requires a detail-oriented individual with strong analytical skills. Keeps records of account entries by compiling and analyzing accounting activities. Prepares reports such as balance sheets, profit and loss statements, and other documents that project the organization's financial position. Reviews financial statements for completeness, accuracy, and compliance. Oversees accounting operations, or a complex segment of the accounting function. Coordinates accounting matters with other departments.

ESSENTIAL DUTIES

- Maintain accurate and comprehensive financial records in compliance with accounting principles and company policies.
- Keeps records of account entries by compiling and analyzing accounting activities.
- Perform regular account reconciliations, including bank statements, assets, liabilities, and other financial transactions.
- Assist in the preparation of financial statements such as balance sheets, income statements, and cash flow statements.
- Support the budgeting process, including analyzing financial information to aid in forecasting.
- Review and reconcile expense reports, ensuring accurate recording and compliance with company policies.
- Manage accounts payable and receivable, including invoice processing and following up on outstanding payments.
- Assist with tax preparations and filings, ensuring compliance with local, state, and federal regulations.
- Provide support during internal and external audits, preparing necessary documentation and answering inquiries.
- Conduct financial analysis to identify trends, discrepancies, and opportunities for improvement.
- Contribute to the development and implementation of accounting procedures and controls to enhance efficiency and accuracy.
- Prepares reports such as balance sheets, profit and loss statements, and other documents that project the organization's financial position.
- Reviews financial statements for completeness, accuracy, and compliance.
- Oversees accounting operations, or a complex segment of the accounting function.
- Coordinates accounting matters with other departments

PROFESSIONAL

- Ability to adapt and work in a fast-paced environment.
- Build and foster an environment of teamwork, integrity, and leadership.
- Communicate, written and verbal, in a manner that is respectful, professional, and polite.
- Demonstrate efficient time management skills by being punctual and reliable.
- Keep one's workstation clean and free of clutter.

WORK ENVIRONMENT

- The physical environment requires the employee to work in an open office setting with regulated temperatures, where many people are on the phone for long periods.

PHYSICAL DEMANDS

- Sitting or standing at a desk, typing, looking at multiple computer screens, and responding to inbound/outbound phone calls, emails, and instant messages throughout the day.
- Occasionally may need to bend, stand, or lift up to 10 lbs.

POSITION TYPE AND EXPECTED HOURS OF WORK

- This position is full-time. Employees typically work Monday-Friday, typical working hours (with an hour lunch), 40+ hours per week, as business demands.
- This role is expected to work outside of typical business hours as business needs dictate.

TRAVEL

- This position would require minimal to no travel. Employees may travel to work-related conferences, trainings, events, etc.

QUALIFICATIONS**Education**

- A bachelor's degree in accounting, finance, or a related field of study is required.
- CPA certification, preferred.
- Additional related training and certifications will be weighted on a case-by-case basis.

Experience

- 1-2 years of related experience with a bachelor's degree.
- Work experience in the transportation industry is a plus.

Knowledge, Skills, and Abilities

- Customer Service-related talents.
- Constructive problem solver.
- Willing to learn a lot very fast.
- Ability to remain calm under sometimes stressful situations.
- Ability to adapt quickly to different situations and multi-task.
- Proficient in Microsoft Office Suite.
- Demonstrated leadership skills, with the ability to effectively communicate and collaborate with cross-functional teams.
- Attention to detail, with a focus on accuracy and compliance in a fast-paced, dynamic environment.

DISCLAIMER: This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities, and activities may change, or new ones may be assigned at any time with or without notice. Employees will be notified of any additions or changes to activities, responsibilities, duties or expectations by their direct supervisor or anyone in a position of authority within EASE Logistics.

EQUAL OPPORTUNITY: EASE Logistics Services LLC is an equal opportunity employer. Each applicant and employee will be given full consideration for employment and advancement without regard to race, religion, color, sex, national origin, veteran status, age, or disability.

EMPLOYMENT AT WILL: EASE Logistics is an “at-will” employer. “At-will” means that you or Ease can end the employment relationship at any time, for any reason and without cause or notice. You and Ease have not entered into any length of employment contract.

ACKNOWLEDGEMENT: I have read this job description and fully understand the requirements set forth therein. I understand that this is to be used as a guide and that I will be responsible for performing other duties as assigned. I further understand that this job description does not constitute an employment contract with EASE Logistics.

Employee Signature

Date

Printed Name