

Job Description

Title: Staff Accountant

Cost Ctr: 904-000

Work Location: Addison, Texas

Position Status: Full-time Part-time

Division & Department: Corporate Services – Finance & Accounting

Position Reports to: Accounting Manager

JOB SUMMARY

The Staff Accountant is primarily responsible for supporting the Accounts Payable Team, Expense Report processing, accounting for and preparing reconciliation for certain accounts. This individual will actively participate in the month-end close process. The Staff Accountant must be a self-starter with strong work ethic, bring a positive and outgoing personality to the role, and be a reliable and collaborative team member.

SUMMARY OF ESSENTIAL JOB FUNCTIONS

The essential functions listed below are representative of the functions that must be performed in order to satisfactorily fulfill the purpose of this job. Additional functions and duties may be assumed or assigned from time to time.

- Assist the Accounts Payable Team with invoice review, coding and data entry
- Assist the Accounts Payable Team in processing payments
- Record daily bank transactions
- Assist with Concur (travel and expense) data entry
- Assist with the monthly accounting close and reconciliation process while adhering to the published accounting close and reporting calendar.
- Prepare account reconciliations in conjunction with the monthly close process, including the related journal entries.
- Assist with accurate and timely monthly, quarterly and year end close.
- Perform such other accounting, financial, or administrative tasks as may be required from time-to-time by the Accounting Department.

KNOWLEDGE, SKILLS AND ABILITIES

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skills and/or abilities required to satisfactorily perform the essential functions of this job.

- Associate degree or relevant certification is a plus
- Minimum 2 years of accounting experience
- Basic understanding of accounting principles
- Experience in preparing accounts reconciliations and analysis
- Accounts Payable experience is a plus
- Hands on experience with spreadsheets, reports and accounting software
- Ability to work with accuracy and highest attention to detail

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- Excellent interpersonal, oral and written communication skills, including ability to communicate proficiently across multiple departments
- Motivated, coachable, reliable and outgoing with a strong work ethic
- Ability to work independently and as a member of a team

WORK REQUIREMENTS

The work environment characteristics are representative of those an employee encounters while performing the job. Authentix is committed to complying with all applicable provisions of the Americans with Disabilities Act (ADA), the ADA Amendments of 2008 and all applicable state and local laws concerning disability accommodation. Reasonable accommodations will be provided to individuals with known physical or mental disabilities if such accommodation would not impose an undue hardship on the company, and would enable the individual to apply for, or perform, the essential functions of the position in question.

Environment: Work is performed primarily in a standard [*office/warehouse/lab*] environment. Employees may work under the stress of regular interdepartmental interaction and pressure to meet various deadlines.

Physical: Essential functions require sufficient physical ability and mobility to work in an *office* setting. While performing the duties of this job, the employee is frequently required to stand and/or sit for prolonged periods of time; must be able to hear and verbally communicate in order to exchange information in person or over the phone; to occasionally stoop, bend, kneel, crouch, reach and twist; to lift, carry, push and/or pull up to 25 pounds of weight; to operate office equipment requiring repetitive hand movement; to occasionally travel to other locations using various modes of private or commercial transportation.

NOTIFICATION

This Job Description is intended to describe the general nature and level of work being performed by people assigned to this job and is not considered an exhaustive list of all responsibilities, duties and required skills. This Job Description does not constitute an offer of employment. The employment relationship between the Company and its employees is "At-Will" and based on mutual consent. Authentix, Inc. is an Equal Opportunity Employer.