



<b>Job title</b>	<i>Staff Accountant</i>
<b>Reports to</b>	<i>Accounting Supervisor</i>

### **Job purpose**

Maintain accurate and current monthly books for AGS clients. This includes completing monthly tasks and meeting financial deadlines.

### **Duties and responsibilities**

2. Maintain facility financial activity and maintain accurate records
  - a. Posting and reviewing monthly revenue
  - b. Reconciling balance sheet accounts
  - c. Completing monthly close and quality checklists
  - d. Reviewing monthly P&Ls
  - e. Collaborate with other finance operations teams
3. Ensure transparent communication between all relevant stakeholders
  - a. Collaborate with internal departments to resolve issues that arise
  - b. Proactively inform management of concerns or barriers to achieving objectives (e.g. financial results or meeting timelines)
  - c. Prepare accurate and timely reports for management and clients
4. In collaboration with management, develop annual budgets for client
  - a. Work together with senior/supervisor on client's projected annual revenue, expense, and staffing budget. Update as needed throughout the year.
  - b. Review the final budget and confirm with management
5. Act as a resource within the organization
  - a. Participate in training new employees
  - b. Recommend new processes to your supervisor to assist with your workflow
  - c. Compile data for external audits, reviews and tax filing
  - d. Review bank BBCs
6. Other duties as assigned



### Qualifications

A successful individual in this role will:

- Possess a BS in accounting or should be pursuing a BS in accounting.
- Understand accounting processes so that they comply with GAAP.
- Possess basic accounting knowledge and expand on that knowledge throughout his/her employment at AGS

Specific requirements:

- Able to prioritize and meet deadlines
- Able to operate independently
- Attentive to detail
- Able to learn new systems and policies
- Possess excellent verbal and written communication skills
- Possess basic computer skills including Microsoft Office Suite

### Working conditions

This job occurs in an office environment with mostly sedentary work. The role requires frequent interaction with fellow coworkers and clients, as well as focused concentration at a computer work station.

### Physical requirements

This role has no specific physical requirements.

<b>Approved by:</b>	<i>Ben Katz</i> _____
<b>Date approved:</b>	05/25/2022
<b>Next annual review:</b>	