



JOB DESCRIPTION: Staff Accountant
DEPARTMENT: Accounting
REPORTS TO: Department Supervisor
TYPE: Full Time
DATE UPDATED: June 15, 2018

JOB SUMMARY: The **STAFF ACCOUNTANT** is part of the Accounting Department team and is responsible for a variety of duties at Urner Barry. Duties of the **STAFF ACCOUNTANT** will range from management support activities to the implementation of day-to-day operations. As employee development is essential, responsibilities and job function may expand and evolve proportionate to the employer's needs.

ESSENTIAL FUNCTIONS for the STAFF ACCOUNTANT (include, but not limited to):

- Maintenance of general ledger to ensure accurate reporting in accordance with GAAP and Company policies.
- Provide support to accounts payable, payroll and accounts receivable activities
- Prepare bi-weekly and monthly payroll utilization reports.
- Preparing Ad hoc reports and financial analysis as may be needed
- Ensure proper coding of expenses and analyze corresponding variations with budgets
- Prepare Weekly Accounts Receivables aging report.
- Prepare payroll and sales tax filings
- Prepare month-end financial reports to support monthly financials
- Assist in preparing reports for external auditors.
- Assist in managing online banking

QUALIFICATIONS for the STAFF ACCOUNTANT:

- Bachelor's Degree in Accounting or Finance
- The successful candidate must have fulfilled the requirements to sit for the New Jersey State Board of Accountancy CPA exam.
- Minimum 2 years of experience in an office environment
- Excellent communication skills-verbal and written
- Experience in QuickBooks or similar Financial package
- Excellent skills in MS Excel and Word, advanced knowledge in Excel preferred

CHARACTER for the STAFF ACCOUNTANT:

- Self-motivated
- Good communicator
- Elevated sense of urgency
- Straightforward, honest, team player

COMPENSATION:

- Salary
- Health, Optical, Dental, Orthodontic Insurance, PTO, 401k, Profit Sharing,

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