

Staff Accountant
Highline Services, LLC
West Point, GA
Full-time

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Job Summary:

The Staff Accountant will prepare financial reports to track the organizations assets, liabilities, profit and loss, tax liabilities, and other related financial activities.

Duties/ Responsibilities:

- Performs general cost accounting and other related duties in the accounting department.
- Prepares periodic (monthly) balance sheets, income statements, and profit and loss statements.
- Maintains the general ledger.
- Creates new accounts in the G/L system, reconciles accounts, and closes the monthly books.
- As appropriate, reconciles bank accounts at least monthly, verifies deposits, and addresses inquiries from banks.
- Verifies payment of invoices associated with accounts payable and ensures payments are charged to the appropriate accounts.
- Provides outside auditors with assistance; gathers necessary account information and documents to perform annual audit.
- As appropriate, files required tax forms with federal, state, and local government agencies.
- Performs other related duties as assigned.

Competencies:

Extensive knowledge of general financial accounting and cost accounting.

- Understanding of and ability to adhere to generally accepted accounting principles.
- Highly proficient with accounting software.
- Excellent organizational skills and attention to detail.
- Excellent written and verbal communication skills.
- Proficient in Microsoft Office Suite, eLations or similar software.

Educational Requirements:

- bachelor's degree in accounting, Finance, or related field.
- At least two years of accounting experience required

Physical Requirements:

Prolonged periods sitting at a desk and working on a computer

- Must be able to lift up to 15 pounds at times
- Must be able to pass pre-employment background check and drug screen (and Random Selections)

Job-Type: Full-time (Exempt)