



## **Job Description**

**Job Title:** Staff Accountant  
**Reports to:** Senior Director, Finance & Accounting  
**FLSA Status:** Exempt

## **Summary**

Responsible for daily functions of accounts payable, maintain fixed assets and ensure accuracy of Project tracking.

## **Essential Duties and Responsibilities**

### Accounts Payable & Project Accounting

- Review invoices for accuracy and completeness, including proper approval, general ledger coding and project coding, when applicable
- Review and process employee expense reports and ensure compliance with company policies.
- Answer and resolve all vendor inquiries.
- Monthly reconciliation of corporate Amex credit cards
- Manage inter-company charges
- Prepare and distribute monthly project cost reports in conjunction with monthly reporting
- Update programming payments in programming contracts database

### Fixed Asset Tracking

- Input fixed asset information into the fixed asset module, ensuring compliance with company capitalization policy.

### Month End Close

- Prepare monthly balance sheet account reconciliations as assigned including Fixed Assets and Account payable.
- Monthly entry of cash batches to Great Plains
- Monthly subscriber reporting
- Prepare monthly journal entries and various supporting schedules.
- Assist in the preparation of annual audit schedules as assigned
- Annual preparation of 1099's
- Assist with special projects, as required.

## **Education/Experience**

- Bachelor's degree (B. A.) from four-year college or university and two plus years related experience and/or training; or equivalent combination of education and experience. Industry experience a plus;



Great Plains experience preferred; Advanced knowledge of Microsoft Excel a plus. Qualified candidate must have the ability to work independently in a fast-paced environment; must be detailed oriented and highly organized; Reliable self-starter with excellent communication skills and solid work ethic.

### **Supervisory Responsibilities**

This job has no supervisory responsibilities.

### **Work Environment**

The noise level in the work environment is usually moderate.

### **Physical Demands**

While performing the duties of this job, the employee is regularly required to sit. The employee is frequently required to talk or hear. The employee is occasionally required to stand; walk and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

**This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions and perform other related duties as may be required by their supervisor. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.**

### **Application Process**

To apply, submit your resume to Human Resources at <https://app.trinethire.com/companies/183-upty/jobs/9516-staff-accountant>

For information on our company, visit [www.aspire.tv](http://www.aspire.tv).