

Job ID:	389
Job Title:	Staff Accountant
Degree Requirements:	Bachelors degree in Accounting preferred – Bookkeeping Certification is acceptable
Years of Experience:	3 years in a professional accounting / bookkeeping role
Type of Position:	Direct Hire
Location:	Cobb County, GA
Salary Range:	Depends on Experience and Expertise
Travel Required:	Minimal

As a portion of the recruitment process, ALL CANDIDATES ARE REQUIRED TO COMPLETE A Culture Survey Index, as part of the recruitment process. This survey takes approximately 5-7 minutes and provides companies with data measuring seven work-related personality traits.

- There is no pass or fail.
- There are no correct or incorrect answers.
- Only work-related behaviors are measured.
- It cannot determine age, race, gender, or religion.

The link to this Survey will be provided at the appropriate time.

Do not assume that we know anything about your employers. **PLEASE HELP US HELP YOU** by telling us what your employers do to make money. One or Two sentences will help us.

In today's world let your potential employers want to know what your **US IMMIGRATION STATUS** is { Citizen, Permanent Resident / Green Card }. Please state this on your resumé.

We are working with an Atlanta area client to find highly qualified candidates for an experienced Staff Accountant position which requires strong Great Plains experience to perform a range of accounting duties including, but are not limited to: accounts payable processing, collections, analysis and general accounting support.

MUST HAVE REQUIREMENTS for this position are:

- * Bachelors degree in Accounting preferred - Bookkeeping Certification is acceptable
- * Minimum of 3 years of experience in a professional accounting / bookkeeping role
- * Recent experience with Microsoft Dynamics Great Plains

PLUSSES in this position are:

- * Collections experience
- * Some Sales & Use Tax experience

Reporting Directly to Controller, the RESPONSIBILITIES of this POSITION INCLUDE, BUT ARE NOT LIMITED to:

- * Match / code & enter approved vendor bills
- * Prepare & ensure accuracy of check runs
- Prepare 1099s at calendar year end for applicable vendors
- * File check stub and invoices in annual AP file
- * Routinely review and reconcile vendor statements
- * Expense report and credit card processing and reconciliation
- * Actively participate in maintaining updated vendor files including W-9's & insurance certificates for subcontractors
- * Preparation of Sales & Use Tax Returns as well as related monthly reconciliations
- * Month-end close activities
- * Ensure that effective internal controls are in place & ensure compliance with GAAP & applicable federal, state & local regulatory laws & rules for financial and tax reporting if needed
- * Assist Controller in general account analysis & providing back-up for account reviews
- * Assist in preparation of month end schedules, reconciliations & journal entries
- * Assist in implementing & enforcing new procedures as directed by the Controller
- * Cross-training to provide backup of Accounts Receivable & other staff
- * Maintain a filing system for all financial documents
- * Ensure the confidentiality & security of all financial files
- * Internal & external communication (i.e. Answering Vendor inquiries)

Keys to Success:

- * Strong understanding of accounting concepts and principles
- * Meticulous attention to detail and accuracy is critical
- * Outstanding organizational, problem-solving, communication and interpersonal skills
- * Proficiency in data entry/keyboarding skills required; PC proficiency including Word, Excel & Outlook & a working knowledge of accounting systems
- * Must be a team player
- * Must be punctual & reliable
- * Sensitivity & discretion to maintain confidentiality concerning financial information
- * Ability to organize, prioritize, & multitask effectively; effective time management skills

If you meet these requirements and wish to be considered for this position, send your résumé, that **includes what your employers do to make their money**, to us in a Word document without Headers / Footers, or Text Boxes at [Resumes AT PinnaclePlacementGroup.com](http://ResumesATPinnaclePlacementGroup.com) mentioning the **Job ID** and the **Job Title** in the subject line of your email.

*** ALL CLIENTS REQUIRE, BACKGROUND CHECKS & DRUG TEST AS A PART OF PRE- EMPLOYMENT HIRING PROCESS.**

In your email or cover letter, please provide us a short narrative detailing your experience and expertise as it applies to this position. Also, please provide us with your *MINIMUM* salary requirements.

Applicants for employment are to be considered for employment based on the individual applicant's qualifications and without regard to race, color, creed, gender, age, disability, national origin, religion, veteran status, uniform service member status, marital status, sexual orientation, citizenship status, genetic information, or on account of membership in any protected category under federal, state, and local laws.