



**Figueroa Mountain**  
**Job Title: Staff Accountant**  
**Classification: Non-Exempt**  
**Reports to: Senior Accountant**

## **JOB DESCRIPTION**

### **Summary/Objective**

The Staff Accountant is responsible for handling the day to day accounting functions and ensuring that the company's financial records are both timely and accurate for the company. This position will work independently on a wide range of duties including payables, receivables, vendor management as well as supporting the accounting department in various tasks. And, be a valuable junior member of the team so is willing to learn and take on new tasks as needed.

### **Essential Functions**

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

1. Perform general bookkeeping duties, including downloading and manual entry of expenses, deposits, and other transactions for multiple entities
2. Enter Daily Sales for multiples entities into the financial system of accounting
3. Reconcile bank accounts, credit card accounts, and client funds/trust accounts
4. Pay debts as they come due for payment, including necessary bills as well as supplier and vendor invoices.
5. Maintain an adequate system of accounting records and develops periodic financial reports that comply with generally accepted accounting principles.
6. Analyze reports and resolve discrepancies within limits of authority.
7. Prepare checks and resolve any purchase order or invoice discrepancies and submit proper documentation.
8. Provide administrative support when required.
9. All other Duties as Assigned

### **Competencies**

1. Effective Communication.
2. Business Acumen
3. Composure
4. Ethics and Values
5. Time Management

## **Supervisory Responsibility**

This position has no direct supervisory responsibilities, but may serve as a coach and mentor for other positions in the department.

## **Work Environment**

The staff accountant will work in an open office environment with a range of noises from office equipment, talking or outside elements. And at times may need to walk through the brewery or the packaging hall which are not temperature controlled, can be very loud, hot or cold and often wet.

## **Physical Demands**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

The employee is occasionally required to stand; climb or balance; and stoop, kneel, crouch or crawl. The employee must be able to sit for long stretches of time, climb & descend stairs, use hands for writing and typing. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

## **Position Type/Expected Hours of Work**

Some flexibility in hours is allowed, however employees are expected to be available during the "core" work hours of 8:30 am to 5:30 pm. Occasional evening and weekend work may be required as job duties demand.

## **Travel**

This position does not require any travel.

## **Experience/ Education**

- Bachelor's degree
- 2+ years' experience working in accounting or other relevant position
- Formal academic training in bookkeeping and/or accounting (Associate Degree or above preferred)

## **Additional Eligibility Qualifications**

- Basic understanding of GAAP and Financial Reports
- Exceptional organization skills and attention to detail
- Proficient with MS Excel, Word, Outlook and QuickBooks
- Excellent oral and written communication skills
- Bookkeeping skills, general knowledge of payroll and sales tax are a huge plus
- Strong computation skills with close attention to detail
- Productivity and confidentiality