

**Staff Accountant
Job Description
October 2017**

The staff accountant performs accounting and related duties such as general bookkeeping, processing billings, processing accounts payable and payroll checks, posting cash receipts, and other related typing and filing duties.

Work is performed under the direction and supervision of the Controller, with support from other Accounting staff. Work is reviewed for compliance with Neil Kelly Company standards of paperwork and processes, mathematical and technical accuracy.

Work hours will generally be 8:00 a.m. to 5:00 p.m., or another eight hour shift as determined. The regular 40 hour work week will be Monday through Friday. There will be occasional overtime or Saturday work.

Primary Responsibilities

The primary functions of this position include, but are not limited to the following:

- 1) Invoice printing, distribution, collection and entry into accounting software.
- 2) Selection of invoices for payment and printing checks.
- 3) Filing of Accounts Payable paperwork.
- 4) Provide customer service to production department and other department.
- 5) Attend training sessions required to remain current in job specific issues.
- 6) Assisting the Project Accountants with:
 - Contracts
 - Billings
 - Reporting
 - Other general support to the Accounting Department.
- 7) Not all work performed is specifically described and other duties may be assigned as time allows.

General Requirements

This is an office position, which requires being seated in front of a desk most of the day. This person will be required to use a computer and calculator, must be able to write and speak English fluently, use a telephone and other office equipment. Skills required for this position are, understanding oral and written instructions; a very high degree of accuracy in all tasks assigned, proficiency working with MS Excel and knowledge of MS Office suite; and ability to establish and maintain effective working relationships with coworkers.

The Staff Accountant is expected to abide by the company safety policy, including supporting Neil Kelly's Drug-Free Workplace Policy. As an extension of our commitment to people, planet, and profit – all three, Neil Kelly Company is a Benefit Corporation (State of Oregon) and is certified nationally through the B-Corp. Company employees are expected to support our efforts in that regard. It is expected that company employees will use the adopted philosophy as a guideline for making regular business decisions and participate in related activities as directed by management.

This position requires a combination of education and/or experience that provides knowledge of basic general office and accounting principles, procedures and practices.

Each company employee is assigned to a workgroup team, which meets at least once a month to discuss company business. The staff accountant will be expected to be a full participant on his or her team. The ability to work as a member of a team is a requirement for this position