

Staff Accountant

Navitance is seeking a motivated, intelligent Staff Accountant to assist the management team in maintaining and organizing all client financial records. The Staff Accountant will be responsible for managing the chart of accounts, accounts payable/receivable, processing payroll and answering various client questions, among other tasks. Ideal candidates will be highly organized, analytically-driven and outgoing, with a desire to learn and succeed.

Job Duties:

- Use QuickBooks general ledger system to gather and record client financial information in preparation of financial statement processing
- Develop and utilize spreadsheets to analyze client information
- Process client payroll and tax withholding payments and filings
- Manage accounts payable and accounts receivable, including vendor bill payments and customer billing
- Prepare and file sales tax returns and make sales tax payments for clients
- Perform reconciliations for client cash and credit card accounts
- Provide general accounting support and answer financial questions for clients
- Maintain client vendor lists, customer lists and general ledger charts of accounts
- Prepare annual 1099 forms for independent contractors

Requirements/Qualifications:

- Bachelor's degree in accounting is required
- 3 to 5 years of relevant experience
- Strong attention to detail and thorough understanding of accounting principles
- Desire to drive change by fostering an environment of continuous improvement
- Ability to multitask in a fast-paced, deadline-driven environment
- Solid analytical skills and working knowledge of Microsoft Excel and QuickBooks
- Flexible and comfortable with change
- Demonstrates integrity, positivity, and professionalism at all times, even when under pressure
- Takes a proactive approach to learning and problem-solving
- Fun, personable, and willing to work hard and improve