

## Staff Accountant

**Benefits:** Candidates on temporary assignment may qualify for our competitive benefits package which includes group health, life and disability insurance and voluntary benefits such as retirement savings and holiday pay.

**Salary range:** \$23.00 to \$27.00 hourly  
**Employment status:** Contract / Temporary

### Description

Robert Half is looking for an efficient, accurate Staff Accountant to fill a position at a growing Education firm. This is career-building opportunity is located in the Agawam, Massachusetts region and offered on a long-term contract / temporary basis. The Staff Accountant plays a major role in the preparation of monthly and year-end closings, journal entries, fixed asset maintenance, bank reconciliation, and general ledger reconciliation. A great deal of time in this position will be spent producing Financial Statements, Cash Flow projections, and Budgets. During the monthly close, many aspects of internal reporting will be your responsibility. In addition, you will be in charge of communicating with our external auditors for quarterly reviews and annual audits, playing an active role in compliance, and looking over schedules for the reporting processes.

### Key responsibilities

- Take part in various department-wide initiatives
- Produce complex journal entries and account reconciliations including but not limited to cash, prepaid expenses and payroll
- Complete month end close, journal entries, without supervision
- Prepare monthly balance sheet and income statement analyses for management reporting
- Manage capital lease and monthly payment schedules
- Support implementation, maintenance and adherence to internal controls and accounting procedures ensuring compliance with GAAP
- Assist in the month end, quarter end and year end closing process including monthly financial close workbook preparation
- Maintain fixed asset ledger, depreciation, and reconciliation
- Analyze and coordinate a variety of financial data, and report it in a useful and understandable manner
- Ad-hoc reporting and special projects, as requested

### Requirements

- BA/BS or equivalent in Accounting, Finance or Economics
- Foundational knowledge in Microsoft Excel
- Comprehensive knowledge of journal entries
- Month-end Close Activities experience preferred
- Banner experience
- Outstanding organizational, written and verbal communication skills required

- Ability and willingness to meet business critical deadlines
- Ability to work within spreadsheets and databases
- Efficient in ERP systems
- Seizes opportunities to produce results without direct supervision
- Recent and relevant accounting experience
- Experience working in a dynamic and changing company environment a plus
- Top notch analytical, quantitative and social skills
- Working knowledge of spreadsheets and databases
- High attention to detail and possesses excellent organizational and writing skills

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Please contact Ernst & Young at 866-834-5115 with any questions. Thank you for your assistance.

**This Job Posting will expire in 10 days.**