

Job Description and Standards of Performance

<u>Position Title:</u> Staff Accountant	<u>Affiliation:</u> PNG
<i>Specialization:</i>	
<u>Department:</u> Finance	<u>Department #:</u> 120
<u>Date Updated:</u> 11/28/07	<u>Updated by:</u> Juli Millett
	<u>Job Code #:</u>

Position Purpose/Objective:

Perform duties to assist accounting and budget manager in maintenance of the general ledger. Including input journal entries and reconcile and analyze accounts.

All core duties are listed before supporting duties. The relative importance of duties relates to the anticipated impact of that duty to the business, department, customer, and/or product.

Position Duties	Meets Expectations When:
Inputs journal entries - Posts many standard prepared entries, reviewing for accuracy and applicability. Prepares standard entries from excel sheets already set up. Post additional entries as assigned. CORE	Posts entries accurately, including correct accounting period and type (i.e. debit, credit, etc.). Month-end entries completed by closing deadlines.
Analyzes balance sheet accounts and prepares account reconciliations on assigned accounts. CORE	Accounts are reconciled in a timely and accurate manner. Accountant understands reconciling items and can provide back up. Researches and resolves differences.
Compiles and files unclaimed property report to the State. CORE	Understands laws regarding unclaimed property and the paper's legal requirements. The list is compiled and filed in a timely and accurate manner.
Processes and distributes monthly financial reports (preliminary and final). SUPPORTING	Reports are prepared in a timely and accurate manner and are distributed to the proper managers.
Develops reports, procedures and system documentation. Interprets data needs.	Reports are valid and accurate and are developed in a timely manner. Collaborates effectively with the financial analyst or controller on reporting needs.

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Supports budget process as needed including providing GL history and various reports. SUPPORTING	Understands budget process; recognizes and reports possible inconsistencies within the budget. Reporting for cost center managers is timely and accurate.
Works with financial and ABC auditors by answering questions and providing supporting backup for documentation from various systems and files. SUPPORTING	Possesses adequate understanding of information to answer questions accurately. Assistance and information is provided in a timely, accurate and cooperative manner.
Maintains several source document books including but not limited to: *general journal entries *general ledger and month end reports for controller *reconciliation folder SUPPORTING	Books are complete, accurate and in the proper accounting period.
Maintains prepaid schedules. SUPPORTING	Understands what a prepaid is. Maintains supporting document on the reconciliation. Expenses are accurately spread over the correct accounting period and to the correct general ledger account.
Uses available technology to support efforts as needed. SUPPORTING	Possesses adequate knowledge of all pertinent software/systems necessary to perform duties efficiently.
Provides excellent customer service to internal and external customers. SUPPORTING	All customers, internal and external, are assisted in a timely, courteous and professional manner.
Documents job policies and procedures. SUPPORTING	Job policies and procedures are documented and kept current. An in-depth understanding of workflow is necessary. (Procedures are updated no less than quarterly.)
Follows policy regarding financial record retention. SUPPORTING	Possesses knowledge of current policy in respect to daily work. Maintains stored records according to the policy and properly and visibly marked for destruction. Follows policy for record destruction.
Other related duties as assigned. SUPPORTING	Additional duties are performed as assigned in a timely manner.

Required Education and/or Experience/Knowledge:

Accounting degree or related. Two years accounting experience preferred, (experience best in a general ledger environment.)

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Required Skills:

Strong accounting skills. Good understanding of debits and credits.

Strong computer knowledge.

Ability to work in a fast-paced team environment.

Excellent written and verbal communication.

Excellent customer service skills.

Ability to prioritize workload, works within deadlines.

Ability to work independently and follow through.

Must be detail-oriented and maintain a high level of accuracy.

Use of discretion when working with highly confidential information is essential.

Effective problem-solving skills.

This position reports to:

Controller or Accounting Manager