



CREATIVE PLANNING

Title: **Staff Accountant**
Location: Any Location/Hybrid/Remote

JOB SUMMARY

Performs recurring accounting tasks, reconciliations, and financial statement preparation under supervision. Maintains accuracy, consistency, and adherence to accounting best practices.

JOB DUTIES

- Record journal entries and reconcile bank and credit accounts
- Assist with monthly financial reporting
- Support senior staff with client deliverables
- Maintain organized workpapers and documentation
- Communicate progress and issues to supervisors

REQUIRED EXPERIENCE / QUALIFICATIONS

- Bachelor's degree in Accounting or related field
- 3+ years of accounting experience
- Excellent analytical and organizational skills
- Strong multitasking skills

TECHNICAL SKILLS

- Microsoft Excel (advanced functions, pivot tables)
- QuickBooks Online and related platforms
- Salesforce or similar reporting tools
- BILL and similar payment processing systems
- Gusto and similar payroll processing systems

Hourly Range: \$30 – 32/hr.