



Staff Accountant Job Description

Let's Sum it Up!

This position applies principles of accounting to analyze financial information & prepare financial reporting by performing the following duties.

What You Will Do (I'm sure we will find more things along the way though)

- Compiles and analyzes financial information to prepare entries to the general ledger documenting business transactions.
- Analyzes financial information detailing assets, liabilities, capital, income and expenses; prepares monthly balance sheet, profit and loss statement, and other reports to summarize and interpret current and projected company financial position.
- Assists in the preparation of financial statements and regulatory reports.
- Assists in the preparation of annual audit by independent auditors.
- Lends administrative support for all accounting, personnel and administrative functions performed by the department.
- Other duties as necessary and assigned by management.

Who You Are (We want to help you grow and learn more too!)

- Bachelor's degree in Accounting or related field preferred; or 3-5 years in an Accounting role.
- Must have experience with reconciliations to include bank and general ledger.
- Knowledge of Statutory accounting principles or prior insurance experience a plus.
- Must be able to demonstrate strong use of MS Excel, MS Word, and MS Outlook.
- Prefer experience with Microsoft Great Plains and other advanced accounting software.
- Proven ability to review, analyze, and interpret financial documents, invoices, and operating manuals.
- Must have professional experience communicating across the organization at all levels.

Physical Demands & Environment

Work is performed in an office environment and involves typing, talking, sitting, standing, walking, bending, reaching, and lifting of objects up to 20 pounds.

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