Position: Staff Accountant
Reports To: Accounting Manager
FLSA Status: Non-Exempt
Department: Finance

Summary:
The Staff Accountant has a variety of accounting duties that are time sensitive and require a high level of attention to detail. An understanding of Generally Accepted Accounting Principles (GAAP) guide most duties that ranging from processing payroll for the organization to accounts payable/accounts receivable duties and other finance processes. The Staff Accountant also needs to have concise and timely communication within the finance department and outside departments with the ability to explain accounting needs to a variety of knowledge levels.

Essential Duties and Responsibilities:

- Prepare monthly bank reconciliations
- Tracking brokerage account activities, including stock transfers
- Prepare semi-monthly payroll coordinating with HR department
- Ensure timely employee time report submission, and approval
- Reconcile time off accrual balances between time tracking system and Paylocity
- Monitor all capital projects, maintain fixed asset records, calculate monthly depreciation
- Prepare monthly department financial reports
- Maintain up to date manuals for the essential duties for the position
- Assist Controller with audits, compliance reporting and other special projects
- Back-up duties within the finance team as needed
- Answers accounting and financial questions by researching and interpreting data

Core Competencies:

- Change/Adaptability/Flexibility: Adapts to change that benefits CPR, is open to new ideas, takes on new responsibilities, handles pressure, adjusts plans to meet changing needs.
- Communication: Communicates well both verbally and in writing, promptly shares information and ideas with others throughout the organization as appropriate, has active listening skills, can negotiate and persuade as needed.
- Results Focus/Initiative: Targets and achieves results, sets challenging goals, prioritizes tasks, overcomes obstacles, accepts accountability, sets high standards and takes responsibility, provides leadership/motivation.
- Collaboration: Working collaboratively with others to solve problems, achieve common goals and positive results. Listens to others and values opinions. Is open with other team members and expresses disagreement constructively. Seeks opportunities to work on teams as a means to develop experience and knowledge.

Education and Experience Requirements:
Colorado Public Radio

- BA in accounting, finance, or business administration; or equivalent work experience
- Minimum 2 years of related work experience
- Intermediate to advance knowledge in Microsoft Office Suites
- Proficient with Excel, advance user of pivot table, formulas and conditional formatting
- Experience with payroll system (Paylocity preferable)
- Experience with GL system (Microsoft Dynamics Great Plains preferable)