Staff Accountant

**Job Title:** Staff Accountant

**Job Location:** Cape Girardeau, MO  
**Report to:** Accounting Manager  
**Status:** Full-Time  
  
**Overview for the Position:** The focus of this position is to support management with financial information through the preparation of financial statements and financial analysis.

**Specific Responsibilities:**

* Monthly preparation of financial statements through the maintenance and analyzing of the general ledger system.
* Revenue and cost analysis.
* Reconciling accounts to ensure accuracy with general ledger reporting.
* Monthly maintenance and analysis of the fixed asset system.
* Reconciling and auditing inventory on a monthly basis.
* Prepare and remit taxes for multiple jurisdictions.
* Assist with the coding of expenses and new purchases.
* Miscellaneous financial analysis projects as they arise.

**Qualifications:**

* Bachelor’s degree in Accounting or Finance required.
* Strong data analytic skills and ability to manage multiple projects/tasks.
* Ability to query data and summarize results.
* Proficient in Microsoft Office especially in Excel and Word.
* Ability to meet established timelines.
* Excellent written and verbal communication skills.
* Experience with Sage 100 accounting software a plus.
* IT skills a plus.

This is not meant to be an exhaustive list of duties and responsibilities. Position may require additional tasks, duties or projects as assigned.

**Compensation and Benefits:**

Competitive compensation package offering health, dental, and vision insurance, life and AD&D insurance, 401(k) with company match, flexible spending accounts, and paid time off.

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To apply for this position, please send resume to address below.

**Human Resources**  
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