

**Position Profile:**

The Staff Accountant manages entity specific daily, weekly, and monthly financial activity in compliance with Generally Accepted Accounting Principles. The Staff Accountant records journal entries and is also responsible for reconciling balance sheet and P&L general ledger accounts.

**Work Responsibilities:**

- Monitor cash positions, update checking & loan account spreadsheets.
- Enter adjustments to the General Ledger and maintain proper backup for entries.
- Reconcile balance sheet and P&L accounts in General Ledger.
- Prepare documentation and provide support for the year-end financial audit as well as other external audits.
- Prepare accounting metric reports
- Support overflow accounts receivable and accounts payable functions as needed.
- Support Assistant Controller with ad hoc projects.

**General Responsibilities:**

- Supports CURiO Cornerstones and strives for individual leadership by using cornerstone behaviors in the workplace and in daily decision making.
- Follows all policies and procedures of the company. Works cooperatively with all departments, maintaining a positive work atmosphere by acting and communicating in a manner that promotes cooperation with co-workers, supervisors, and managers.
- Actively seek individual development through taking advantage of opportunities for skill enhancement. Keep up to date with the latest best practices, trends, concepts, and regulations in the specific job area.
- Manage time effectively, meet personal goals and work effectively with other members of the team to meet CURiO goals.
- Follows all safety guidelines and polices. Makes supervisor/manager immediately aware of any observed safety issue. Keeps work area clean, safe, and organized.

Position requires extended work hours as necessary to meet seasonal deadlines. May also require weekend work.

Performs other work as assigned.

**Minimum Qualifications**

- Bachelor's Degree or equivalent experience in Accounting
- Two years' experience in a relevant finance or accounting position

**Computer and/or software qualifications:**

- Advanced level of proficiency in Microsoft Excel
- Basic level of proficiency in Microsoft Word
- Knowledge of automated financial and accounting reporting systems
- Experience working in an ERP environment

*Note: This job description does not restrict CURiO's right to assign or reassign duties or responsibilities to this job at any time. This document does not create an employment contract, implied or otherwise. It does not alter the "at will" employment relationship between the company and the employee.*

**Core Competencies:**

- Knowledge of generally accepted accounting procedures and principles.
- Ability to work effectively within a cross locational team environment
- Ability to exercise strong judgment in analyzing, appraising, evaluating, and solving problems of a difficult, procedural, organizational, administrative, or technical nature.
- Strong attention to detail, be well organized, and systematic in working.
- Ability to work independently with little supervision.
- Ability to organize and prioritize simultaneous tasks and ensure on-time completion.
- Ability to communicate and interact effectively with managers, co-workers, customers, vendors, and other partners.
- Ability to process, maintain and protect company confidential/proprietary information

**Travel Requirement:** Less than 5%

**Working Environment and Physical Demands:**

- General office environment: Works generally at a desk in a well-lit, air-conditioned cubicle/office, with moderate noise levels.
- Ability to sit for hours at a time, viewing computer monitor on a constant basis. Some walking and standing relative to interaction with other personnel.
- Occasionally required to lift and/or move items weighing 10 – 15 pounds.
- Occasional exposure to dusty and fragrant conditions, varying temperature levels, work near moving mechanical parts, and high noise environments is possible.

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