



Staff Accountant

Job Description

Job Summary:

The Momentum Business Solutions, LLP (MBS) Staff Accountant is part of our client services team, and will assist MBS clients with general financial, analytical, and organizational responsibilities related to their respective business and/or organization. The Staff Accountant brings efficient and effective business processes to their clients, helping them to collaborate and build profitability and sustainability. The Staff Accountant works to support the MBS mission, which is to build stronger communities and increase the economic viability of local businesses and nonprofit organizations, through a suite of organizational, financial, and business management consultation services.

Duties/Responsibilities:

- Prepare and analyze financial statements, including balance sheets, income statements, and cash flow statements.
 - Generate regular financial reports, such as profit and loss statements, balance sheets, and cash flow statements, to provide key insights into the business or organization's financial performance.
- Perform month-end and year-end closing activities and reporting, ensuring accuracy and timeliness of financial reporting.
 - Maintain and organize all financial records, including sales, purchases, expenses, and payments, utilizing industry-specific accounting software.
- Record and reconcile financial transactions, such as accounts payable, accounts receivable, and general ledger entries.
 - Manage and reconcile accounts payable and receivable, ensuring timely and accurate processing of invoices, receipts, and payments. Conduct monthly bank and credit account reconciliations and promptly address any discrepancies or issues.
- Monitor and review accounting and payroll system reports for accuracy and completeness.
 - Ensure that accurate, complete, and timely financial transaction data is entered and processed. Maintaining general ledger up-to-date and accurate, posting journal entries, adjusting entries, and maintaining an organized chart of accounts.
- Ensure compliance with internal and external financial policies and procedures.
 - Ensure compliance with local, state, and federal tax regulations, including implementing best practices to enhance efficiency and accuracy.
- Assist with the preparation of tax returns.
 - Stay informed about changes in accounting/bookkeeping principles, tax regulations, and industry-specific compliance requirements, ensuring the client's financial practices remain in accordance with all relevant laws and standards. May assist senior level employees and/or MBS partners with preparation of tax returns.

Required Skills/Abilities:

- Experience in accounting, finance, bookkeeping, and/or tax.
- Experience working in a fast-paced, supportive environment.
- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Proficient with Microsoft Office including but not limited to: Excel, Outlook, and Word.
- Proficient with virtual tools including Zoom and other like natured platforms.
- Experience with QuickBooks, or other accounting software highly preferred.
- Experience with bookkeeping practices and procedures and/or hold a demonstratable coachable attitude to learn such practices.
- Ability to maintain strict confidentiality at all times including adherence to established company privacy and conflict of interest policies.

Compensation & Culture:

- The Staff Accountant position is considered full-time, 40 hours per week, with a work schedule of Monday-Friday, 8am-4:30pm. Work location is in St. Johnsbury, VT. Some travel may be expected, to local destinations. A personal vehicle and valid driver's license are required.
- Salary is commensurate with relevant experience. Salary is based upon experience, references, and applicants' ability to join our team in an enthusiastic, coachable, and cohesive manner.
- An annual bonus may be offered if individual and company performance goals are met.
- MBS offers employees: 11 paid holidays: *New Year's Day, Martin Luther King's Birthday, Washington's Birthday, Memorial Day, Juneteenth, Independence Day, Labor Day, Indigenous Peoples Day, Veterans Day, Thanksgiving Day, and Christmas Day.*
- MBS offers employees 48 hours annually of paid sick leave, prorated from date of hire.
- MBS offers employees 80 hours annually of paid vacation leave, prorated from date of hire.
- MBS offers employees health insurance coverage, after a probationary period.
- MBS offers employees a Simple IRA retirement option, after a probationary period.

MBS strives to offer and build a supportive and welcoming workplace, full of diverse experiences, varied backgrounds, and fosters an environment where learning and working go hand-in-hand. We offer paid training both in and outside of our walls. We look to encourage healthy workplace relationships that both serve our employees and that build and maintain our reputation as the region's most resolute and experienced business support firm.