

**Position:** Staff Accountant  
**Reports to:** Director of Finance  
**Location:** New York, NY (hybrid)

**COMPANY:**

Our client, a growing medtech company, is looking to hire a Staff Accountant - a high-energy individual with exceptional organizational skills. This person must be able to adapt to a fast-paced environment with changing priorities. The Staff Accountant is responsible for supporting the accounting team's month-end close and general tasks. This position is based in New York City and can be done partially remotely. The Staff Accountant will report directly to the Director of Finance and coordinate daily with various departments.

**PRIMARY JOB RESPONSIBILITIES:**

- Reconcile all bank accounts
- Partner with other departments to ensure vendor invoices are coded correctly
- Prepare weekly and monthly Accounts Payable schedules
- Prepare monthly account reconciliations
- Prepare month end accrual tracking and assist in month end closing
- Maintain files and documentation thoroughly and accurately, in accordance with company policy and accepted accounting practices
- Establish customer and vendor accounts and maintain agreements
- Allocate expenses to various department, locations, etc on a monthly basis
- Respond to chargebacks and disputes initiated by customers
- Ad hoc projects and analysis that supports decision making of management

**SKILLS/QUALIFICATIONS:**

- Bachelor Degree in Accounting or Finance
- Previous accounting experience ideally in a small business or startup
- Some working knowledge of GAAP and financial reporting
- High proficiency for Excel (pivot tables, vlookups) (you will be tested)
- Experience with Sage Intacct a plus
- Strong analytical, organizational and time management skills
- Excellent written and oral communication skills and the ability to develop and maintain strong relationships with all levels of management
- Great knowledge of Accounting basics, such as debits & credits, and how transactions flow through the Income Statement and Balance Sheet
- Ability to learn and master new software and productivity tools
- Ability to collaborate with a team to complete tasks

