



Job Title: Staff Accountant

Location: Buffalo/Niagara Falls, NY

Employment Type: Full-Time

Salary Range: \$55,000 – \$58,000 annually (based on experience)

Reports To: CFO / COO

Position Summary

We are seeking a motivated and detail-oriented **Staff Accountant** who is eager to work in an environment of constant change. The Staff Accountant will be responsible for managing accounts payable and receivable, reconciling accounts, posting journal entries, and supporting monthly and year-end financial close processes. The role will also include order entry and collections as well as accurate and timely financial reporting and contributes to the overall success of the organization.

Key Responsibilities

Accounts Payable (A/P):

- Review, code, and enter vendor invoices into the accounting system.
- Prepare and process weekly check runs, ACH, and credit card payments.
- Reconcile vendor statements and resolve discrepancies.
- Maintain up-to-date and accurate vendor files.

Accounts Receivable (A/R):

- Generate and send customer invoices in a timely manner.
- Record and apply incoming payments (checks, ACH, credit card).
- Track outstanding receivables and follow up with customers on overdue balances.
- Maintain accurate customer account records.

General Accounting & Reporting:

- Reconcile bank and credit card accounts monthly.
- Prepare and post journal entries.
- Assist with month-end and year-end close processes.
- Support the preparation of financial statements and management reports.
- Maintain compliance with GAAP and company accounting policies.

Order System Review and Collections

- Review orders in ERP system for accuracy, generate reports and assist with collections
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Qualifications

- Bachelor's degree in Accounting, Finance, or related field (preferred).
 - 2+ years of accounting or bookkeeping experience (A/P and A/R required).
 - Proficiency with accounting software (QuickBooks or similar) and Microsoft Excel.
 - Strong analytical skills, attention to detail, and organizational abilities.
 - Excellent verbal and written communication skills.
 - Ability to maintain confidentiality and work independently in a fast-paced environment.
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Compensation & Benefits

- Salary: \$56,000 – \$58,000 annually (based on experience).
- Comprehensive benefits package including:
 - **Healthcare, dental, and vision insurance**

- Paid time off and company holidays
- Opportunities for professional development and growth.