
Alabama State Port Authority Job Description

Job Title: **Staff Accountant**
Job Code: **22500303**

Job Class: **Corp**
FLSA Status:

Job Summary

The Staff Accountant role is responsible for the management and reporting of financial data of the ASPA. This includes preparing financial statements, analyzing company accounts, and ensuring compliance with financial reporting and other standard accounting procedures.

Essential Functions

(Duties may not include all duties listed below, nor do the examples cover all of the duties which may be performed.)

1. Prepares correcting and complex journal entries.
2. Prepares monthly financial statements and reports; monthly and annual closing of ledgers; and bank reconciliations of multiple accounts and complex bank account transactions.
3. Reconciles financial and cost accounting system transactions and reports.
4. Maintains general ledger chart of accounts.
5. Posts monthly, quarterly and yearly accrual entries.
6. Responsible for cost accounting entries; prepares and analyzes monthly cost reports.
7. Monitors unit cost variance.
8. Implements cost standards for materials and labor.
9. Prepares cost of goods sold and production reports.
10. Assists with budget cost and variance analysis.
11. Ensures proper allocation of overhead charges.
12. Assists with financial planning and modeling.
13. Assists with preparation of operating budgets and spending plans.
14. Recommends modifications/additions to accounting systems and operations.
15. Prepares and conducts audits of moderately complex systems; confers with superiors on the solving of unusual audit problems; reviews completed working papers and writes reports of findings, conclusions, and recommendations; and prepares and conducts audit programs.
16. Assists in developing audit programs.
17. Maintains control totals and balances control totals to computer-generated totals; and takes trial balances and balances subsidiary records to control account.
18. Analyzes variances in expenditure/revenue projections; prepares cash flow projections.



- 19. Makes adjustment journal vouchers, verifying for current application of accounting principles and for mathematical accuracy.
- 20. Determines if ASPA is in compliance with applicable state and/or local laws, rules and regulations.
- 21. Performs other duties as assigned.

Supervisory Responsibility

None.

Minimum Required Education and Experience

	Minimum	Focus Areas
Education	4-year college degree	Accounting or related field
Experience	3 years	Accounting experience

Substitutions allowed for Education: Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience: Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge:

Excellent organizational skills and attention to detail.

Excellent written and verbal communication skills.

Proficient in accounting software.

Proficient in Microsoft Office Suite.

Knowledge of general financial accounting and cost accounting.

Certification or Licensure Requirements

None

Physical Requirements/ADA



Prolonged periods of sitting at a desk and working on computer. Occasionally requires standing and lifting up to 25 pounds.