



Job Title: Staff Accountant I
Department: Accounting
Reports To: Manager, Accounting
Location: State College, PA

Summary:

Duties include applying basic accounting principles and concepts. Receives training on Company accounting methods with close supervision and specific instructions. Develops information and solutions to problems of routine scope and complexity.

Education/Qualifications:

- 1) Associates degree in Accounting or directly related field.
- 2) Minimum 1 - 2 years experience in accounting or a closely related field.
- 3) Proficient with Microsoft Excel.

Requirements/Skills:

- 4) Complete knowledge of accounts payable support.
- 5) Ability to generate adjusting journal entries.
- 6) Ability to work with Microsoft Office with emphasis on Microsoft Excel.
- 7) Ability to demonstrate strong communication and organizational skills.
- 8) Ability to analyze financial reports to ensure accuracy