



Job Title: Staff Accountant II – PP&E

Department: Accounting

Reports To: Manager, PP&E/Tax

Location: State College, PA

Summary:

To ensure proper accounting treatment for capital expenditures, including maintaining records for capital assets and preparing appropriate reports.

Education/Qualifications:

1. Bachelor's Degree in Accounting.
2. 3-5 years experience as financial or cost accountant.

Requirements/Skills:

1. Strong PC skills including Microsoft Office products.
2. Excellent communications skills.
3. Experience with Sarbanes-Oxley and SEC reporting preferred.

Job Duties and Responsibilities:

- Assist with general ledger month-end close process.
- Prepare journal entries and review accounting classifications associated with fixed assets.
- Manage capital expenditure budgets, including initial set-up and preparation of internal and external reports.
- Assist with preparation of external financial statements and related schedules.
- Follow Sarbanes-Oxley controls associated with duties assigned.
- Provide required support for internal and external audits.