



Staff Accountant Minneapolis, Minnesota

Reports To: Controller
Prepared by: ADP TotalSource

Exempt
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This position is primarily responsible for applying principles of accounting to analyze financial information, preparing financial reports and supporting Zayo Enterprise Networks by performing the following duties.

Essential Duties and Responsibilities

Core duties and responsibilities include the following. Other duties may be assigned.

- Completes invoice validation for vendors
- Assists with accounts payable (A/P) processing of invoices including entering invoices, coding, and maintaining files
- Supports the Finance team during month-end close by completing journal entries, account reconciliations and variance analysis
- Maintains integrity of accounting systems Maintains and reconciles balance sheet accounts
- Audits contracts, orders, and vouchers, and prepares reports to substantiate individual transactions

Supervisory Responsibilities

This job has no supervisory responsibilities.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

Intellectual

- Analytical - Synthesizes complex or diverse information; collects and researches data; uses intuition and experience to complement data; designs work flows and procedures.
- Design - demonstrates attention to detail.
- Problem Solving - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations.
- Technical Skills - Assesses own strengths and weaknesses; pursues training and development opportunities; strives to continuously build knowledge and skills; shares expertise with others.

Interpersonal

- Customer Service - Responds promptly to customer needs; responds to requests for service and assistance; meets commitments.
- Interpersonal Skills - Maintains confidentiality.
- Oral Communication - Responds well to questions; participates in meetings.
- Written Communication - Presents numerical data effectively.
- Teamwork - Balances team and individual responsibilities.

Organization

- Business Acumen - Understands business implications of decisions.
- Cost Consciousness - Works within approved budget.
- Ethics - Treats people with respect; inspires the trust of others; works with integrity and ethically; upholds organizational values.
- Organizational Support - Follows policies and procedures; completes administrative tasks correctly and on time.

Self-Management

- Judgment - Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.
- Planning/Organizing - Prioritizes and plans work activities; uses time efficiently.
- Professionalism - Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.
- Quality - Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; monitors own work to ensure quality.
- Quantity - Completes work in timely manner.
- Adaptability - Adapts to changes in the work environment; manages competing demands.
- Attendance/Punctuality - Consistently at work and on time; ensures work responsibilities are covered when absent.
- Dependability - Follows instructions, responds to management direction; takes responsibility for own actions; keeps commitments.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Bachelor's degree (B. A.) in Accounting, Finance or related field from four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience.

Language Skills

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Mathematical Skills

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills

To perform this job successfully, an individual should have knowledge of accounting software; database software; payroll systems and spreadsheet software.

Other Skills and Abilities

- Excellent communication and interpersonal skills with the ability to gain the trust of patients and other customers
- Excellent judgment and discretion; ability to handle multiple priorities simultaneously, meet deadlines, and handle work-related stress is required.
- Detail oriented while maintaining an extremely positive attitude.
- Must be able to work independently and productively with minimum supervision.
- Recognize problems, identify possible causes and resolve routine problems.
- Uses systematic approach to problem solving and troubleshooting
- Ability to establish and maintain professional atmosphere for employees, clients and customers

Other Qualifications

Knowledge of US Generally Accepted Accounting Principles (GAAP) and Cost Accounting Standards/ Federal Acquisition Regulations.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and use hands to finger, handle, or feel. The employee is occasionally required to walk.

The employee must occasionally lift and/or move up to 10 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.