



JOB POSTING

Job Title: Financial Analyst

Location: Roanoke, VA or Duffield, VA

Reports To: Controller

Department: Finance

JOB PURPOSE:

The Financial Analyst will be responsible for payroll processing and fixed asset management as well as assisting the department in a variety of other accounting responsibilities.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Process payroll
- Reconcile payroll GL accounts monthly
- Record asset changes
- Communicate asset updates to outside organizations as necessary
- Track prepaid assets
- Cross train in Accounts Receivable and Accounts Payable processing
- Fill in for/support AR and AP processing as necessary
- Perform AR and AP daily review of transactions for accuracy
- Other Finance team support as necessary

QUALIFICATIONS:

- Must have good time management, multitasking, and stress management skills to ensure that tasks are completed on schedule
- Must have excellent communication skills (verbal and written) and the ability to work well with various personalities
- Strong analytical skills
- Able and willing to work in a team environment and support others as necessary
- 3-5 years minimum experience in payroll processing and reconciliation
- 3-5 years overall general accounting experience including general ledger account reconciliation

EDUCATION:

- Bachelor's degree (BA) in Business, Accounting, or related field
- Basic knowledge of General Accepted Accounting Practices (GAAP)