



Staff Accountant

Reports To	Controller
FLSA	Hourly, Non-Exempt – Full Time
City/State	Remote
Description	GENERAL DESCRIPTION OF POSITION

CGi's values lie at the heart of how we as individuals and as a company conduct ourselves in all professional situations. As an employee of CGi, you are expected to know, align with, demonstrate, and role model these values at all times.

- **Professionalism:** represent the company and clients well by acting with integrity and accountability to achieve results
 - exhibit, good written and oral communications, positive attitude, appropriate language, tone and attire
 - be honest and do the right thing
 - take ownership and be responsible to the company, our clients and ourselves (effectively and efficiently manage work, manage time, meet deadlines, be dependable to and collaborative with colleagues/departments, take ownership of mistakes/opportunities for improvement, honor commitments, be self-motivated)
 - commit to perform and achieve company and clients' success (shows awareness, work and focus on goal achievement)
- **Transparency:** have crucial conversations and communicate with openness and candor (be proactive in communications up, down and across the organization – differentiate between transparency and confidential information which provides insights and information so that others can be informed, involved and empowered)
- **Active participation:** maintain awareness, communicate opportunities and be part of the solution (Demonstrate engagement by identifying opportunities for improvement and recommendations for issue/problem resolution that advances the company)
- **Gratitude:** appreciate and acknowledge others who help and support us
- **Service:** be driven to help others (demonstrate the ability to recognize needs and the inclination and satisfaction in helping colleagues and clients)
- **Determination:** be creative, every barrier has a solution (demonstrate perseverance in the face of barriers and apply creative problem solving)
- **Incomparability:** continually strive to set the highest standards (ensure work reflects best efforts and is recognized by internal/external customers as meeting the expectations and protecting the brand of the client/company.) Do not settle, but instead strive for the best outcome and continually improve upon our products and services. Details Matter!



Requirements

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Process disbursements and receipts within timeframe standards while ensuring policy compliance, proper documentation, and accuracy of accounting system entries
- Verify vendor accounts by reconciling monthly statements and related transactions
- Create and submit invoices to customers according to company policy
- Perform reconciliations and imports between our multiple databases and financial system
- Monitor collection of accounts receivable
- Draft correspondence for standard past-due accounts and collections
- Provide accurate and effective document preparation and records management relative to the Accounting function in accordance with records retention policies and procedures
- Prepare governmental compensation and tax reports, including 1099s
- Maintain vendor W-9 forms
- Protect organization's value by keeping information confidential
- Update job knowledge by participating in educational opportunities
- Other duties as assigned

EDUCATION AND EXPERIENCE

- 2+ years' experience in Accounts Receivable and/or Accounts Payable
- Minimum of an Associate Degree in Accounting
- Or, virtually equivalent combination of above
- Knowledge of general accounting principles
- High degree of accuracy and attention to detail
- Ability to meet deadlines
- Strong organizational and time management skills
- Effective verbal, listening, and written communications skills
- Analytical, problem solving, and decision-making skills

SOFTWARE SKILLS REQUIRED

- Proficient in QuickBooks and MS Office (Excel, Outlook)