

Staff Accountant

Position Responsibilities:

The Staff Accountant will be responsible for supporting the financial operations of UEC by maintaining accurate financial records and ensuring compliance with accounting standards. This position is ideal for someone who is organized, analytical, and eager to grow in the accounting field. Specific responsibilities include, but are not limited to:

Duties:

- Oversee the accounts payable including tracking, invoice processing and verifying bank information with vendors.
- Performing transactional accounting entries.
- Responsible for overseeing the tracking of expenses, preparing, and researching of purchase orders.
- Maintain accurate financial records and internal control documentation for audits and internal reviews.
- Prepare monthly closing working papers as required.
- Assist in monthly actual vs. budget preparation.
- Assist in basic banking as needed.
- Prepare local tax filings as per the States/County requirements.
- Validating data against system reports.
- Ensure compliance with internal controls, company policies, and external regulations.
- Support the external audit process by preparing documentation and responding to auditor requests.
- Assist in yearly budget preparation.
- Working with operations and vendors to solve problems as needed.

Qualifications:

- Bachelor's degree in accounting, Finance, or a related field.
- 2-3 years of accounting experience, preferably in a corporate setting.
- Strong understanding of accounting principles (US GAAP).
- Proficiency in accounting software.
- Intermediate to advanced Excel skills (e.g., formulas, pivot tables).
- Strong attention to detail and accuracy in financial reporting.
- Excellent organizational, time-management, and communication skills.
- Ability to work both independently and as part of a team.
- Ability to handle confidential information with discretion.