

Finance Job Description

1. Job Brief (About the Role)

{{Company Name}} is hiring a {{Finance Analyst / Staff Accountant}} to own the monthly close and keep our books audit-ready. This role reports to the {{Controller / Finance Manager}} and partners with {{Operations and the leadership team}}.

Three or four sentences: the team, who the role reports to, and why this position exists. Skip generic openers like "We are looking for..."

2. Responsibilities

- Own the month-end close: bank reconciliations, accruals, and journal entries in {{Accounting System}}
- Prepare AP/AR aging reports and flag overdue invoices for follow-up
- Reconcile balance-sheet accounts and investigate variances
- Process accounts payable runs and employee expense reports on schedule
- Support the annual audit and prepare requested schedules
- Maintain the chart of accounts and document close procedures
- Build and refresh recurring management reports in {{spreadsheet / BI tool}}

Eight to twelve bullets, each starting with a verb. Keep them specific to the day-to-day work, not aspirational filler.

3. Requirements & Skills

- {{X}}+ years in accounting or FP&A, including ownership of part of the close
- Working knowledge of US GAAP and accrual accounting
- Hands-on experience with {{QuickBooks, NetSuite, or Xero}}
- Advanced spreadsheet skills (pivot tables, lookups, basic modeling)
- Accuracy under monthly deadlines

List the must-haves: experience, licenses or certifications, the systems and tools used, and any physical or shift realities.

4. Nice-to-Have

- CPA or actively pursuing licensure
- Experience in a {{SaaS / subscription}} business with deferred revenue

Two to four genuinely optional items. Keep them strictly separate from Requirements so they don't deter good applicants.

5. Compensation & Benefits

Pay range	{{Salary Range}}
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Enter a pay range from local market data — do not leave it blank. Pay transparency improves applicant quality and is now required in many states.

6. Schedule & Work Environment

- {{Full-time}}; heavier hours during the first business week of each month (close)
- {{On-site / hybrid / remote}} at {{location}}
- Minimal travel

Be honest about shifts, weekends, overtime, and the physical environment. Realistic expectations reduce early turnover.

7. How to Apply

To apply, {{application instructions}} — e.g., send a resume and short cover note to {{careers@company.com}}.

{{Company Name}} is an equal opportunity employer. We celebrate diversity and are committed to an inclusive workplace. We do not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, veteran status, or any other characteristic protected by law.