



Position: Staff Accountant

Location: Newark Resource Center, Newark, DE

Pay rate: \$45,000.00

Status: Full-time, Exempt

Job Summary

Apply principles of accounting to analyze financial information and prepare financial reports by compiling information, preparing profit and loss statements, and utilizing appropriate accounting control procedures. Assist in reconciliations and preparation of annual budget. Serve as a liaison that perform financial and reporting activities between Council, Employees and Payroll Vendors.

Education/Experience

- Bachelor Degree in Accounting/Finance, or related field from an approved college or university.
- Three to five years of accounting experience
- Knowledge of finance, accounting, budgeting, and cost control principles including Generally Accepted Accounting Principles.
- Knowledge of financial and accounting software applications.
- Knowledge of federal and state financial regulations.
- Ability to analyze financial data and prepare financial reports, statements and projections
- Payroll Administration – business acumen combined with preparation and process of payroll; capturing of new employees, PTO, terminations, and knowledge of appropriate policies and procedures for day-to-day management of all payroll functions

Well qualified individuals should apply at

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