

Monro Muffler Brake Job Description

Job Title: Staff Accountant I
Department: Finance
Reports To: Senior Accountant or Finance Manager - Fixed Assets

SUMMARY

Applies principles of accounting to analyze financial information and prepare financial reports by performing the following duties:

ESSENTIAL DUTIES AND RESPONSIBILITIES

Provide accounting support to the Finance Manager – Fixed Assets. Assist with monthly and year-end close, and prepare journal entries to the general ledger in a timely and accurate manner. Participate in annual budget process, perform monthly account analysis and account reconciliations, and prepare key financial reports used by accounting and management. Assist with special projects, as assigned

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must be attentive to detail and perform with high degree of accuracy and have the ability to work with large volumes of data. Good organizational, interpersonal and communication skills required.

EDUCATION and/or EXPERIENCE

Minimum of a Bachelor's degree in accounting and 1-3 years of relevant experience required. Proficiency in Excel is necessary.

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write reports, business correspondence, and procedures. Ability to effectively present information in one-on-one and small group situations to other employees of the organization.

MATHEMATICAL SKILLS

Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in standardized situations. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMAND

The physical demands describe here are representative of those that must be met by an employee to successfully

perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, talk and hear. The employee is occasionally required to stand, walk, and reach with hands and arms. Specific vision abilities required by this job include close vision.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

SALARY/BENEFITS

Full time, salaried position. Must be able to work occasional evenings and some weekends. Eligible for all regular benefits.

I have read and understand the responsibilities listed above. I have received a copy of this job description.

NAME

DATE

Staff Accountant 8-29-17

To Apply: hr4u@monro.com