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## Staff Accountant

### Statement of Duties:

The Staff Accountant will directly support the overall Accounting and Human Resources departments on general ledger maintenance and reconciliation, payroll support, the month-end close and related reporting, entity accounting and audit preparation, among other job functions.

### Essential Functions:

- General Ledger Maintenance: Process various daily Rhode Island Commerce Corporation general ledger entries and prepare, update and compile necessary entry supporting documentation.
- Month-end Close: Assist in the completion of the month-end close process, performing assigned tasks, such as processing monthly, quarterly and annual journal entries, updating account reconciliations and preparing, updating and compiling the associated reconciliation supporting documentation and calculating depreciation, amortization and accruals, among other tasks.
- Reporting: Update various monthly, quarterly and annual reports (i.e. monthly budget analysis, expenditure report, Renewable Energy Fund tracker, various programmatic trackers and the quarterly unaudited financial statements).
- Audit: Assist in the preparation, updating and compiling of items requested by external auditors and update assigned annual audited financial statement schedules.
- Entity Accounting: Own all non-Rhode Island Commerce Corporation entity accounting tasks, including but not limited to the posting of journal entries, account reconciliations and month-end close activities.
- Admin Cost Reimbursements: Track and bill each program and entity, in order to reimburse the Rhode Island Commerce Corporation for administrative costs paid for on their behalf.
- System Administration: Responsible for performing tasks related to maintaining the overall chart of accounts within the general ledger system.
- Payroll: Support and become a direct back-up for the Human Resources Manager on bi-weekly payroll processing, financial service labor allocations, calculation of quarterly employer match, monthly benefit expense reconciliations, and assist in the preparation of payroll and benefit audit work papers and budget calculations.
- Special Projects: Update Standard Operating Procedures (SOP), including existing internal control procedures, and other projects as requested by the CFO.

### Qualifications:

- Bachelor's Degree or Associate's degree (with sufficient level of experience), in Accounting or related business field (required)
- Successful management of multiple projects simultaneously (preferred)
- Intermediate experience with Microsoft Office applications (Excel, Word and Outlook) and Great Plains (preferred)

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**To be considered for this position, candidates must submit a cover letter along with a professional resume via email to:**

**Rhode Island Commerce Corporation**  
[job.opportunities@commerceri.com](mailto:job.opportunities@commerceri.com)

- Rhode Island Commerce Corporation is an at-will employer; no employment contracts exist.
- The Rhode Island Commerce Corporation (the 'Corporation') is an Equal Opportunity Employer. The Corporation does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by applicable law. All employment is decided on the basis of qualifications, merit, and business need. The Corporation will not tolerate discrimination or harassment based on any of these characteristics.