



# Job Description

## Pack Member Profile: Staff Accountant

As a Staff Accountant at Lion Chaser Development Group, you will play a crucial role in maintaining accurate financial records, executing key financial processes, and providing essential support to the team. Your responsibilities will embody our core values of Innovation, Accountability, Collaboration, Courage, Entrepreneurial Spirit, Pursuit of Excellence, and Tenacity, while contributing to the seamless financial operations of our organization.

### Key Responsibilities:

1. Core Values: Embody our core values in all that you do.
2. Accounts Payable Management: Facilitate AP check runs, process AP invoices, and correspond with clients regarding weekly AP aging. Ensure proper invoice approval for all invoices, addressing issues and missing items promptly. Proactively follow up on missing invoices listed in the AP register, collaborating with relevant stakeholders to ensure completeness and accuracy.
3. Weekly Review: Conduct a thorough review of financial transactions and issues, addressing discrepancies and anomalies to ensure data accuracy. To include review of Junior Accountant tasks for accuracy, such as DSS mapping and variances.
4. Bank Activity: Analyze and manage Level 2 bank activity, utilizing insights to enhance financial decision-making. Ensure the completion of all bank activity for the week, resolving any outstanding matters and ensuring financial records are up-to-date.
5. Client Correspondence: Manage client weekly update, handling client responses and utilizing the delegation process to ensure timely execution.
6. Payroll Journal Entry: Review payroll journal entries, addressing variance issues and ensuring accuracy in payroll accounting. Review the Accrued Payroll and Tips Payable Accounts to ensure a zero balance.
7. Bank Reconciliation: Conduct monthly bank reconciliations, striving to achieve a zero balance and attaching bank statements and reconciliation reports.
8. Support for Junior Accountant: Serve as the first level of support for Junior Accountants, addressing questions and providing assistance as needed.
9. Year-End 1099 Process: Take responsibility for the year-end 1099 process, ensuring vendors are updated in R365, printing vendor 1099 Printable forms, and uploading them to SharePoint.
10. Heartbeat Check: Assist in the execution of the Heartbeat Check process to maintain financial accuracy.

## Qualifications:

- Bachelor's degree in Accounting, Finance, Business Administration, or related field or equivalent industry experience
- Proven experience in accounting functions, financial management, and process execution.
- Strong understanding of financial statements, bank reconciliations, and accounting principles.
- Excellent communication, teamwork, and problem-solving skills.
- Proficiency in Excel and R365 software.
- Exceptional organizational skills with the ability to manage multiple tasks.
- Adherence to professional ethics and confidentiality standards.

**Lion Chaser Core Values:** We embody the following core values in all that we do.

Core Values	Description
<b>Innovation</b>	Outside the box thinker committed to continuously learning and improving. We innovate to solve problems and create value.
<b>Accountability</b>	We live the 200% rule. You and I each take 100% ownership for our actions and decisions. We believe in doing the right thing, even when it's not easy, because transparency and honesty are essential to building trust.
<b>Collaboration</b>	We leverage each other's strengths, so together, we can achieve more. We foster an environment of open communication and mutual respect, where everyone's contributions are valued and encouraged.
<b>Courage</b>	Never be afraid to take risks and try new things. We embrace change and are willing to step out of our comfort zones.
<b>Entrepreneurial Spirit</b>	We embrace failure as a learning opportunity. Pursue our passions, make a difference in the world, and create a legacy that will endure for generations to come.
<b>Pursuit of Excellence</b>	We hold ourselves to the highest standard, always chasing big, audacious goals, working tirelessly to achieve them, and constantly striving to improve oneself.
<b>Tenacity</b>	Determined to succeed no matter the challenges we face. We chase big goals and dreams with unwavering persistence!

Join our pack at Lion Chaser Development Group and contribute to our mission of providing accurate and timely financial information, so that restaurant owners can make informed decisions that drive growth and profitability. Your dedication and expertise will play a vital role in driving our success and the success of our valued clients.