

Staff Accountant

Job Summary

Texas Air Products (TAP) is looking for a talented Staff Accountant to join our Accounting team in our San Antonio office. This position will be responsible for a range of accounting and financial duties that will require excellent computer skills. The Staff Accountant will maintain the integrity of the general ledger reporting system by ensuring all journal entries are submitted and posted in a timely manner, assist with financial month end tasks and reporting, prepare monthly schedules and work with staff to ensure the subsidiary ledgers are reconciled.

Responsibilities

- Assist with monthly close processes
- Prepare financial statements by gathering and analyzing information from the general ledger system and from departments
- Review financial statements for accuracy and GAAP compliance
- Prepare journal entries
- Perform monthly balance sheet reconciliations
- Perform monthly bank reconciliation
- Analyze information by developing Excel reports; verifying information
- Answer accounting and financial questions by researching and interpreting data
- Maintaining financial reports, records, and general ledger accounts
- Assisting with internal audits
- Ensure compliance with GAAP
- Develop and implement accounting procedures by analyzing current processes and recommending changes
- Assist the Controller as needed
- Respond to information requests by management

Knowledge and Skills Requirements

- Bachelor's degree in Accounting or Finance
- 2+ years of accounting experience with strong financial and general ledger accounting knowledge
- Experience with ERP systems, Sage 100 preferred
- Excellent mathematical and analytical skills
- Highly organized and exceptional attention to detail
- Skilled problem-solving and time management attributes
- Ability to maintain confidentiality
- Working knowledge of GAAP
- Ability to handle multiple projects simultaneously and driven to meet deadlines
- Demonstrated expertise of Microsoft Excel and Word
- Excellent communication skills, both written and verbal
- Experienced and skilled in reconciliation
- Ability to thrive in a dynamic team environment