



Title: Staff Accountant
Location: Ports of Indiana
Supervisor: Controller
FLSA Status: Exempt

BACKGROUND:

Ports of Indiana is a statewide port authority operating three ports on Lake Michigan and the Ohio River that generate \$8.7 billion in annual economic impact for the state economy. The quasi-governmental enterprise oversees \$300 million in assets, including 2,800 acres of multimodal real estate, 1 million square feet of industrial warehousing and storage facilities, three short-line railroads, multiple transload terminals, and a statewide network of foreign-trade zones. This self-funded organization has launched a strategic growth initiative designed to double its value to the state economy and is building a dynamic team to support this rapid-growth initiative.

JOB SUMMARY:

This position is responsible for applying principles of accounting, preparing monthly journal entries, compiling financial information, complete balance sheet reconciliations, completing full-cycle accounts payable, and assisting in the preparation of financial and operating reports.

MINIMUM REQUIREMENTS AND QUALIFICATIONS:

Position requires a bachelor's degree in accounting, finance, or related area with one to three years of related experience. The Staff Accountant position requires foundational knowledge of accounting theories, principles, and practices as well as computer skills in Microsoft Office products and financial software applications. This position also requires strong organizational, problem solving, and analytical skills.

PRIMARY DUTIES AND RESPONSIBILITIES:

	Description
1.	Prepare period-end closing journal entries as well as update and maintain balance sheet reconciliations.
2.	Research and resolve discrepancies or issues related to accounts payable or other financial transactions.
3.	Follows finance department policies and procedures regarding approval permissions, control documentation, and other required processes.
4.	Performs daily activities of the finance department including but not limited to full-cycle accounts payable, journal entry preparation, and balance sheet reconciliations.
5.	Reviews invoices and all accompanying documentation to ensure proper account coding and approval authority.
6.	Prepare 1099's and maintain vendor records.
7.	Collaborates with internal and external stakeholders to properly expense and record activity.
8.	Assists in analysis of financial information, annual audits, as well as budgeting and planning.