

<b>Title:</b> Staff Accountant II
<b>Division:</b> Corporate
<b>Reports To:</b> Accounting Manager

### Staff Accountant II Job Description

Reporting to the Accounting Manager, the Staff Accountant II will perform a variety of duties such as maintaining the general ledger, reviewing financial statements, preparing financial reports, and assisting with audits. The most successful people will have a natural passion for math, and a strong understanding of the intricacies of assets, liabilities, profit and loss, tax liability, and other financial transactions within an organization. They will play an important role keeping our company's financial outlook bright with precision and proactive measures.

#### Job Duties:

- Assist in reviewing and preparing GAAP financial statements
- Assist with the development and maintenance of accounting systems for financial transactions
- Ensure the integrity of accounting information and reconcile any financial discrepancies by performing research of accounting issues for compliance, and establish quality over transactions and reporting
- Identify areas for process improvement and recommend to management ways to streamline workflows
- A/R duties including processing customer payments, reconciling A/R ledgers and invoicing
- Perform month end close duties as assigned
- A/P duties including assisting with weekly check run, vendor inquiries and reconciling A/P ledgers
- Record journal entries
- Provide financial and accounting support to management as needed
- Ad hoc projects as required

#### Qualifications and skills:

- One year general ledger experience
- Bachelor's Degree in Accounting
- Intermediate Excel skills
- Strong analytical problem-solving aptitude with creative solutions, ability to organize work with large amounts of information efficiently, manage multiple projects and deadlines simultaneously with strong attention to detail



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- Thorough understanding of GAAP
- Self-starter with the ability to excel in a fast paced and evolving environment
- Demonstrated proactive approaches to problem-solving with strong decision-making capability

Salary: \$55,000.00 - \$65,000.00 per year

Pioneer Interests is an equal opportunity employer. We are committed to cultivating an environment where people of all backgrounds and identities are included, and feel valued for the work they produce and the perspectives they bring.