



STAFF ACCOUNTANT

Opening Date:	August 26, 2026
Closing Date:	Open until filled
Salary:	\$25.76/hr-\$32.21/hr

Sun Tran is seeking a detail-oriented Staff Accountant to join our Finance team and play an important role in supporting the organization's day-to-day financial operations. This position is responsible for maintaining accurate financial records, supporting timely and reliable financial reporting, and assisting with key accounting functions including month-end close, reconciliations, accounts receivable, audit preparation, and year-end reporting. The ideal candidate is an organized, analytical professional who can manage multiple priorities, identify discrepancies, and contribute to the accuracy and efficiency of our financial processes.

QUALIFICATIONS:

Bachelor's degree in Accounting, Finance or a related field and 2-3 years of progressively responsible accounting experience. Proficiency in GAAP, journal entries, reconciliations, ERP systems, payroll software, and Microsoft Office, including advanced Excel skills is required. CPA certification or progress toward certification is preferred, along with strong analytical, organizational, and communication skills.

MAJOR FUNCTIONS:

- Perform month-end close, journal entries, reconciliations, and variance analysis.
- Maintain general ledger accuracy and organize financial records.
- Process accounts receivable, including invoicing, payment application, aging reports, and expense accruals.
- Compile departmental data for year-end reporting and compliance.
- Support special projects, ad hoc analyses, and payroll related activities.

BENEFITS:

Benefits include health care coverage for employees and dependents, vacation, sick leave, paid holidays and a 401K retirement plan.

TO APPLY:

Applications are accepted through our Career Center in ADP. Please visit www.suntran.com, click *Jobs*, and follow the instructions to apply online. Our Administrative offices are located at 3910 N. Sun Tran Blvd.