**Staff Accountant**

The Staff Account will perform functions relating to monthly financial close, including journal entries and reconciliations.

**Responsibilities:**

* Add Journal Entries relating to prepaids, accrued expenses, licensed royalties, and others as needed, calculate the entries, and create in the general ledger.
* Prepare detail or generate system reporting to support general ledger balances.
* Investigate and resolve outstanding issues.
* Work with business partners to accurately record cash receipts and lockbox deposits.
* Set up stores in Connected Retailer and Sales Audit Systems. Obtain new Merchant ID numbers from credit card processor.

**Qualifications:**

* A minimum of a Bachelor’s Degree in Accounting with 3 years of experience in a corporate accounting department of $100M+ revenues company with duties related to the general ledger close using ERP type accounting system.
* Must have experience with preparing reconciliations and journal entries.
* Experience in prepaid assets is a plus.
* Proficiency in understanding accounting standards related to retail environment is preferred.
* Excellent planning, organizational, verbal and written communication skills
* Proficiency in Microsoft Office with intermediate proficiency in Excel (including pivot tables, VLOOKUP’s, etc.).
* Excellent interpersonal skills with strong analytical and problem solving skills.
* Attention to detail with the ability to work in a fast paced environment.

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Build-A-Bear Workshop® offers an exciting, fun and fast -paced work environment. One of our core values is ‘Embrace’ – we value the diversity, individuality and background of our associates, Guests and business partners and we cultivate an environment of inclusion.

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