

POSITION DESCRIPTION

Position: STAFF ACCOUNTANT

Created: 09/07/2024

Responsibility Level:

This role is responsible for completing all daily accounting functions, ensuring high level of accuracy and supporting the business cross-functionally. This role will work closely with the management team, lenders, and our accounting firm. This is a key position that serves an integral role in the growth and performance of the company.

Typical Duties:

1. Accounts Payable – enter invoices, match to receipts, investigate variances and process payments
2. Accounts Receivable – generating customer invoices and statements, supporting sales team, and posting customer payments
3. Complete general and advanced accounting functions, meeting all accounting calendar deadlines and maintaining the general ledger
4. Record month end journal entries
5. Prepare monthly financial statements
6. Prepare and analyze general ledger account reconciliations
7. Perform credit card reconciliations, ensuring appropriate support for all transactions
8. Support management in ad hoc reporting and analysis
9. Perform other duties as assigned by Supervisor.

Professional Expectations:

1. Bachelor's degree in accounting required
2. High proficiency with Dynamics 365 and Microsoft Excel
3. Process-oriented with drive to implement improvements
4. Strong written and verbal communication skills
5. Good judgment, discretion, and ability to maintain strict confidentiality
6. Positive attitude, strong work ethic, and excellent interpersonal skills
7. Enjoys working in a collaborative team environment
8. Strong mathematical, accounting, and analytical skills, with demonstrated critical thinking, and problem-solving skills
9. Ability to multi-task, and work in an organized, detailed manner
10. High attention to detail and accuracy
11. Ability to take initiative, work with limited supervision, meet deadlines, and learn new skills
12. Ability to sit or stand and work at a keyboard for extended periods.
13. Maintain a current and valid US, state-issued driver's license, and be authorized to work in the United States.

Working Conditions:

This position is located in a single shift production facility. The position may require work with potentially hazardous products in a controlled, safe environment.