



## Job Description

<b>Position Title:</b>	Staff Accountant
<b>Department:</b>	Accounting
<b>Reports to:</b>	Director of Finance and Administration

**Job Summary:** The Staff Accountant is solely responsible for maintaining and managing the General Accounting functions for multiple companies owned by same individuals.

**Essential Duties and Responsibilities:** *The following list is intended to describe the general nature and level of work performed by employees in this classification. It is not designed to contain or be interpreted as an exhaustive list of all responsibilities, duties and qualifications required of employees assigned to this job. The employer reserves the right to change or assign other duties to this position. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.*

- General Accounting and Reconciliations
- Ensure an accurate and timely monthly, quarterly and year-end close
- Responsible for inventory functions: purchase order processing, process receiving's, transaction processing, item file maintenance, adjustments, price updates, and goods return processing
- General Ledger postings including Account Receivable and Account Payable
- Assist with the resolution of customer billing issues
- Contract Administration – Experience with ticketing system, contract processing, and billing a plus
- Bank account reconciliations
- Insurance knowledge including General Liability & Worker's Comp
- Financial Statement preparation
- Participate in the annual budgeting process
- Proficient in Excel, pivot tables
- Research and Resolve questions from managers, employees, and customers

### Job Requirements:

- At least 3 years of professional experience in Accounting
- Proven ability to work well with others in a team environment
- Excellent interpersonal skills to facilitate interaction with the workforce
- Strong verbal and written communication skills to facilitate interaction with all employees
- Ability to multi-task, work under pressure and meet deadlines required
- Experience with Great Plains is a plus

### Work Environment/Physical Requirements:

- Professional business-casual office environment
- Full-time position, Monday-Friday, 8:00 a.m. – 4:30 p.m. (normally)
- No travel involved

### We Offer:

- Hourly rate commensurate with experience
- Health benefits after 30 days: medical/dental/vision
- 7 paid holidays
- Paid vacation beginning in your first year
- 401K program with company match

- Company-paid life insurance and long-term disability insurance
- Business casual work environment

**For consideration:** Please submit your resume on our career site at <https://www.firefighter-pgh.com/careers/> or send by email to [HR@firefighter-pgh.com](mailto:HR@firefighter-pgh.com)

Direct applicants only, no third-party recruiters, please.

Fire Fighter Sales and Service Co. is an Equal Opportunity and Affirmative Action Employer encouraging diversity in the workplace. All qualified applicants will receive consideration for employment without regard to their race, color, creed, religion, ancestry, national origin, sex, sexual orientation, gender identity, age, disability, marital status, family responsibilities, pregnancy, genetic information, veteran or military status.