

Job Description

Position Title: Staff Accountant
Department: Finance and Administration
Reports to: Controller/ Director of Finance and Administration
FLSA Status: Non-Exempt

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

Great Opportunity with a solid company, that has great reputation for quality products and excellent installation and service.

Rated one of the Top Workplaces 2020

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
- Attend and participate in Departmental, Company meetings, when required

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

What We Offer:

- Hourly rate commensurate with experience
- Medical/Dental/Vision
- Paid Holidays
- Paid Time Off
- 401K program with company match
- Company-paid life insurance and long-term disability insurance
- Business casual work environment

Direct Applicants Only -No Third-Party Recruiters-

For consideration: Please click on the link below to complete our employment application and click on **Apply Now**.

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=44790&clientkey=B3461F1775AA9797B783C3E205FB6330>

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