

JOB DESCRIPTION: Accountant
DEPARTMENT: Accounting
REPORTS TO: Controller
TYPE: Full Time
DATE UPDATED: November 20, 2019

JOB SUMMARY for Accountant:

The primary responsibilities of the Accountant will be completing monthly accounting reports, including preparation and recording of journal entries. Position will include all accounting and management support activities. Employee flexibility is essential since responsibilities and functions will evolve proportionate to the employer's needs.

ESSENTIAL FUNCTIONS for Accountant:

- Experience with sales tax preparation and maintenance of sales tax system
- Experience with bank reconciliations
- Familiarity with payroll processing and payroll tax filings
- Experience with accounts payable
- Understanding of inventory management
- Ability to compile and analyze financial information to post entries to general ledger
- Month-end closings experience preferred
- Prepaid Asset and Liability analysis
- Maintain fixed asset and depreciation schedules
- General Ledger account analysis and maintenance
- Maintain, record, classify and summarize accurate financial transactions and events in accordance with generally accepted accounting principles and financial reporting standards
- Other administrative/accounting duties as assigned and/or as needed
- Excellent computer skills, including comprehensive knowledge of Quick Books and Microsoft Excel
- Special Projects & other duties as assigned and/or as needed

QUALIFICATIONS for Accountant:

- Bachelor's Degree in Accounting or related field, CPA eligible desirable.
- Team player capable to work independently with organizational, planning, time management and troubleshooting skills and attention to the details
- The ability to multitask and prioritize to complete assignments within a given time frame.
- Competence in Excel with the ability to visually interpret the logic of a complex sequence of excel formulas and update or change as needed
- Knowledge of Access, Crystal, Word and Quick Books preferred.
- Must have excellent work ethic and desire to learn; willingness to work the hours necessary to get the job done.
- Previous experience in accounting, finance, or other related fields.
- Fundamental knowledge of GAAP
- Ability to be keep information confidential
- Good communication skills

COMPENSATION:

- Base salary.
 - Health, Life, Optical, Dental and Orthodontic Insurance, 401k with Company Match
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SUBMIT RESUME TO: Human Resource Manager
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