

# JOB DESCRIPTION



**Title: General Staff Accountant**

**Reports to: Controller, Director of Accounting**

## **Summary of Position:**

Responsible for accounting and financial duties in the Accounting Department, along with providing support to Finance Management. Maintains and controls the general ledger accounts of business transactions, applying the Generally Accepted Accounting Principles (GAAP) that includes analytic and thorough review of financial records. Process daily AR and/or AP entries to an ERP system, ensure files are complete and maintained as needed. Assist in accounting duties as assigned.

## **Duties & Responsibilities:**

- Prepare general journal entries including intercompany transactions. Perform general ledger account and bank statement reconciliation.
- Perform accounts receivable and/or accounts payable functions including, but not limited to, processing invoices, input system accounting data, review of customer and/or vendor accounts, collections or check processing.
- Create and maintain periodic reporting, maintaining fixed asset system. Assist in daily, weekly and month-end processing which could require general ledger input. Prepare statistical and financial reports as required.
- Utilize computer systems and software to process or obtain accounting data.
- Provide accounting support to multiple company locations.
- Research, track and resolve accounting problems.
- Support tasks as assigned by accounting personnel.
- Compile and sort all accounting documents as required for processing. Maintain accounting records and files for records retention.

## **Qualifications:**

Proficient in MS Office, database and accounting software. Intermediate knowledge of accounting and GAAP procedures. High level understanding of cost accounting in a manufacturing environment with multiple locations, including intercompany accounting skills. At least an Associates Degree in Accounting or Finance, though a Bachelors Degree is preferred. There should be at least 5+ years of cumulative relevant experience in manufacturing accounting. Must be well organized, accurate, with a great attention to detail, and able to articulate business information; meet deadlines and prioritize tasks; work efficiently with minimal supervision.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand; walk, and sit for extended periods of time.