



**JOB TITLE:** Staff Accountant

**TYPE:** Full-time Exempt

**DEPARTMENT:** General/Administrative

**REPORTS TO:** Group Controller

**SCHEDULE:** Monday-Friday

**JOB SUMMARY:**

Responsible for the providing accurate financial information to management by researching, analyzing, processing and recording accounting data. This position will be responsible for a range of general accounting and financial functions and will work independently and as a team with the accounting department and report to the Group Controller.

**ESSENTIAL DUTIES:**

- Prepares and analyzes month-end worksheets, monthly account reconciliations and posting appropriate journal entries.
- Responsible for updating the ledger, assisting with audits and assistance in preparing budgets and reports.
- Develops and/or implements process improvements within the company
- Development of accounting reports and analysis of information to provide guidance and insight to management.
- Assistance with accounts payable, accounts receivable and or payroll as needed
- Monthly, quarterly and annual Sales & Use tax reporting and filing as needed
- Develop and analyze inventory reports reconcile variances; understand/oversee transactions to ensure proper accounting of transactions, troubleshoots root causes of discrepancies and implement or update cost standards as needed.
- Analyze, propose and implement potential cost saving opportunities
- Expense review and analysis

**JOB QUALIFICATIONS:**

- Bachelor's degree in finance or accounting.
- 2+ years of experience in a manufacturing environment
- Experience in budget preparation and financial analysis required
- Experience with accounting software(Microsoft Dynamic preferred), ERP systems and advanced knowledge in Microsoft applications specifically Excel
- Strong time management skills and ability to prioritize multiple tasks and projects
- Excellent problem solving, oral and written communication skills
- Result and improvement oriented with a strong attention to detail.
- Experience with Contracts or AIA billings a plus
- Ability to work independently and as a unified team