

Job Description

Accountant

Key Responsibilities

- Daily cash management
- Prepare and submit daily bank deposits
- Prepare accounts payable disbursement checks
- Prepare and submit bank positive pay uploads
- Assist sales force with quoting process & New Customer set ups
- Accounts receivable sales invoicing
- Responsibility for accounts receivable collections
- Oversee accounts payable function as well as the backup
- Develop and maintain standard costing for all products utilizing company manufacturing software
- Develop monthly reporting for standard cost price and efficiency variances
- Develop annual operating budget including monthly projections
- Monthly bank reconciliations
- Monthly reconciliations for all balance sheet accounts including all required adjustments, accruals and deferrals
- Responsible for daily/weekly/monthly inventory count and valuation adjustments
- Monthly standard financial statement reporting to management
- Monthly reporting on profitability by product and customer
- Monthly bank borrowing base reporting
- Quarterly bank covenant compliance reporting
- Respond to all bank requests for information
- Annual submission of required reports for preparation of external reviewed financial statements
- Respond to all external CPA firm requests for information
- Maintain all company financial records
- Maintain company fixed assets inventory
- Develop expertise in company manufacturing software including supporting and training staff
- Provide other operational reporting to management as requested
- Provide back-up for payroll processing

Job Requirements

- Bachelor's Degree in Business, Accounting, Finance or related discipline
- Minimum 7-10 years accounting experience in an accounting or financial management role
- Knowledge of GAAP
- PC proficient in Microsoft Word, Excel and Accounting Software. Ten key by touch required.
- Strong verbal and written communication skills. Strong interpersonal and customer service skills required.
- Self-motivated , self-directed and ability to multi-task

More Reasons to Work for Us

- New State-of-the-Art equipment
- Highly competitive wages
- Best company 401K match in the area
- Immediate paid vacation accrual
- Superior medical, dental, and vision package
- Company paid STD, LTD, and life insurance