



Staff Accountant

About the Role:

As the Staff Accountant you will be responsible for assisting in the financial activities of our company. The role involves providing timely and accurate reporting and record keeping and assisting the Controller in multiple areas. This role requires working directly with the Accounting Specialist, the Financial Analyst, and Human Resource Manager.

Main responsibilities:

- Contribute to the month-end close process by updating and analyzing supporting schedules, tracking certain GL expense detail, and preparing journal entries
- Process inventory-related AP; working with the off-site manufacturing plant and purchasing analyst
- Prepare supporting documentation for and filing of Sales and Use tax returns
- Serve as back-up to AR/AP Manager (sales order entry and management, AR invoicing, cash receipts and customer deduction posting, AP invoice processing, payment runs)
- Prepare weekly bank reconciliations and research discrepancies
- Review employee expense reports for classification accuracy
- Maintain minimal fixed assets records
- Assist with year-end audit
- Prepare ad-hoc reports/analysis as requested

Qualifications:

- Critical thinker with the ability to trouble-shoot and find solutions
- Strong work ethic and interpersonal skills
- Resourceful and ability to work proactively and independently with attention to detail
- Dedicated to the success of the team

Education and Experience:

- Bachelor's degree in business-related field required; major in Accounting preferred
- 2-4 years of accounting experience; preferably in a manufacturing environment
- Above-average Microsoft excel skills required
- Oracle Cloud experience a plus