

Job Description

Title:	Accountant	Dept.:	Accounting
Reports to:	Controller	Status:	Full-time

Position

The Accountant position is responsible for managing, reconciling, and reporting financial information.

Responsibilities

- Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.
- Prepare monthly financial reports by collecting, analyzing, and summarizing account information and trends.
- Maintains customer confidence and protects operations by keeping financial information confidential.
- Maintain accurate financial records.
- Performing audits and resolving discrepancies.
- Work closely with A/P and purchasing departments to ensure proper accounting and coding of invoices.
- Aid in the implementation of new accounting policies, standards, and guidelines
- Provide accurate, timely, and relevant recording, reporting, and analysis of financial information
- Identify areas for improvement and implement improvements to processes

Skills/Experience

- Demonstrate intermediate to advanced skills and knowledge of Excel, as well as other Microsoft Office applications
- SAGE 100 Accounting Software experience, helpful, but not required
- Thorough knowledge of general ledger accounting and account reconciliation
- Experience with financial reporting requirements
- Strong analytical and problem-solving skills
- Highly detail-oriented
- Confidentiality
- Time Management

Qualifications

- Bachelor's degree in Accounting, Finance, or a related field, or an equivalent combination of education, training, and experience
- Minimum of 3 years' experience in accounting/finance