



Job Title: Accountant
Department: Finance
Reports To: Controller

SUMMARY

Accountant provides accounting support to finance department. Position applies principles of accounting to analyze financial information and prepare financial reports by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Maintains and updates daily cash activity reports in relation to corporate bank account activity. Also, prepares and posts applicable journal entries to general ledger in relation to bank account activity as necessary within accounting system.
- Compiles and analyzes financial information to prepare journal entries to general ledger accounts, documenting business transactions on the Company.
- Maintains fixed asset schedules and records applicable depreciation expenses within the general ledger at month end.
- Assist with preparing various monthly reconciliation schedules.
- Assist with month-end close processes and financial reporting.
- Compiles, modifies, documents, and coordinates filing of state and local sales taxes.
- Ability to work independently, problem solve and communicate proposed solutions to co-workers, management, and others in a courteous and professional manner.
- Conform with and abide by all regulations, policies, work procedures, and instructions.

SUPERVISORY RESPONSIBILITIES

There are no supervisory responsibilities in this position.

QUALIFICATIONS, EDUCATION AND/OR EXPERIENCE

- Bachelor's degree in Accounting or Finance from a four-year college or university and two to three years related experience.
- Accounting software; Prophet21 a plus; Windows based spreadsheet/word processing software.

PHYSICAL DEMAND

While performing the duties of this job, the employee is frequently required to sit, use hands to operate a computer and calculator, and talk or hear. The employee is occasionally required to stand; walk, reach with hands and arms, climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The noise level in the work environment is usually quiet.