

Position: Accountant
Reports To: Director of Operations
Employment Status: Regular, Full Time
FLSA Classification: Exempt, salaried
Pay Range: TBD

Supervises:

- A/P Specialist

Position Summary:

Performs various accounting activities including supporting the preparation of financial reports to track the organization's assets, liabilities, profit and loss, and tax liabilities, and manages company payroll process.

Responsibilities and duties:

- Performs semi-monthly payroll including processing of new hires, separations, wage changes, garnishments, benefits and taxes consistent with applicable State and Federal wage and hour laws.
- Assists in the preparation of business activity reports, financial forecasts, and annual budgets.
- Manage all aspects of inventory accounting and fixed asset accounting, including valuation, internal controls and reporting procedures.
- Updates and maintains employee files related to payroll and human resources.
- Updates and maintains vendor and supplier files.
- Establishes credit with vendors as needed.
- Performs general cost accounting and other related duties in the accounting department.
- Prepares periodic (monthly) balance sheets, income statements, and profit and loss statements.
- Maintains the general ledger.
- Codes invoices, sets up new accounts, reconciles accounts, and closes the monthly books.
- Reconciles bank accounts at least monthly, verifies deposits, and addresses inquiries from banks.
- Reconciles customer accounts and manages accounts receivable collections.
- Verifies payment of invoices associated with accounts payable and ensures payments are charged to the appropriate accounts.
- Provides outside auditors with assistance; gathers necessary account information and documents to perform annual audit.
- Files required tax forms with federal, state, and local government agencies.
- As appropriate, coordinates with software vendor to maintain accounting software system; recommends updates to enhance the accounting software.
- Performs other related duties as assigned.

Education and experience:

- Bachelor's degree in Accounting, Finance, or related discipline required.
- Three to five years of accounting experience required.

Knowledge, skills, and capabilities:

- Extensive knowledge of general financial accounting and cost accounting.
- Understanding of and ability to adhere to generally accepted accounting principles.
- Highly proficient with accounting software.
- Excellent organizational skills and attention to detail.

- Excellent written and verbal communication skills.
- Proficient in Microsoft Office Suite or similar software.

Physical, Mental and Visual Demands

- Lifting, carrying, reaching 5 lbs. and less – frequently; over 5 lbs. –seldom
- Sitting, standing, seeing, walking, hearing – frequently
- Typing, keying continually
- Continuous mental and/or visual attention; the work involves performing complex tasks to very close accuracy and continual work using a computer