



Position: Staff Accountant

The Staff Accountant position is responsible for the preparation of journal entries and reconciliations for monthly general ledger close. Assists in preparation of monthly management reports and accompanying schedules, worksheets and narratives, including “Budget vs. Actual” variance reports. Ensure that all deliverables comply with regulatory guidance and professional standards. Provide assistance to Accounting Manager with external audit and special projects assigned by management.

Accounting experience in a manufacturing environment is a plus.

Key Responsibilities:

- 50% Daily Accounting:
 - Prepare and record journal entries
 - Manage various accounting functions, such as sales tax and special purchase programs
 - Work closely with HR/Payroll to record and analyze data
- 25% Monthly General Ledger Close:
 - Reconcile general ledger accounts
 - Perform intercompany reconciliations
- 20% Special Projects:
 - Trend reporting, variance analysis, account activity investigation

Skills, Knowledge and Attitude for the Job:

The ideal candidate will have 3+ years of relevant accounting experience.

- Thorough understanding of Generally Accepted Accounting Principles.
- Strong analytical and accounting skills.
- Intermediate to advanced experience with MS Word, MS Excel and MS Outlook or similar programs. Must be able to effectively handle multiple projects simultaneously in a deadline driven environment.
- Excellent verbal, written communication and interpersonal skills.
- Ability to work independently and as part of a team and take on new tasks with high level of difficulty.
- The individual will be expected to work with minimal up-front guidance and take ownership of his / her work product. The individual will work closely with all major functional leaders of the company.
- Knowledge of major accounting software packages for both general ledger and statutory accounting. NetSuite preferred.