

Accountant

POSITION SUMMARY:

Responsible for the accounting operations of the company, including financial reporting and analysis, maintenance of an adequate system of accounting records, and a comprehensive set of controls designed to mitigate risk and ensure that financial reports comply with generally accepted accounting principles. This position reports to the Chief Financial Officer and could require approximately 10% travel to company subsidiaries.

JOB RESPONSIBILITIES:

- Assist the CFO to establish financial and operating benchmarks, budgets, program monitoring and reporting standards
- Manage and monitor all accounts, ledgers and reporting systems, ensuring compliance with appropriate GAAP standards and regulatory requirements
- Maintain internal control safeguards for the receipt of revenue, costs and organizational budgets and actual expenditures
- Ensure that transactions and monthly reconciliations are completed in a timely manner
- Generate timely and complete financial statements and reports
- Provide financial analyses as needed for capital investments, pricing decisions and contract negotiations
- Coordinate with and provide information to external auditors and tax professionals

QUALIFICATIONS:

- Bachelor's Degree is required in accounting or related field. CPA preferred
- Minimum of 3 years work experience
- Demonstrated process improvement skills and experience
- Strong working knowledge of detailed financial data analysis
- Working knowledge of federal, state and local tax compliance regulations and reporting
- Strong knowledge of MS Office; Accounting software; Database software; Inventory and Manufacturing Software; Payroll systems; Spreadsheet software and Word Processing software.
- Demonstrated knowledge of GAAP and management of accounting and tax audits.
- Excellent oral and written communication skills.
- Strong people management and motivational skills.
- Excellent analytical and abstract reasoning skills.
- Excellent organizational skills.
- Adaptable, with demonstrated problem solving and negotiation skills.