

Job Summary – Accountant

The accountant will work directly with the Controller to oversee general accounting operations by controlling, verifying, and reporting our financial transactions.

Supervisory Responsibilities:

- None.

Duties/Responsibilities:

- Performs general cost accounting and other related duties in the accounting department
- Prepares monthly balance sheets, income statements, and profit and loss statements
- Delivers verbal and written status reports on the company's financial health
- Analyzes financial information and summarizes the content
- Maintains the general ledger
- Processes bi-weekly time sheets for payroll purposes
- 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
- Maintains vendor relationships and verifies payment of invoices associated with accounts payable, ensuring correctness and recording to the appropriate accounts
- Maintains all accounts payable vendor reports and records and employee expense accounts
- Assists with month-end and year-end closing process
- Assists with preparation of yearly company and department budgets for operating expenses and capital expenditures
- Provides outside accountants with assistance; gathers necessary account information and documents to assist accountants with annual financial reviews
- Files required tax forms with federal, state, and local government agencies, including payroll taxes, business license fees, and professional licensing fees
- Performs other related duties as assigned
- Company operations, with emphasis on accounts receivable and understanding of financial reports
- Maintains strict standards of confidentiality regarding all employee and client records
- Maintains relationships with the company's outside accounting firm, banker, insurance broker, and other key service providers

Required Skills/Abilities:

- Extensive knowledge of general financial accounting and cost accounting
- Understanding of and ability to adhere to generally accepted accounting principles
- Ability to utilize Microsoft Office software proficiently

Education and Experience:

- Bachelor's degree in Accounting, Finance, or related discipline preferred.