

**Staff Accountant - Entry**

**RESPONSIBILITIES:**

* Assist in preparing and maintaining the financial statements
* Review GL accounts monthly for any adjustments needed
* Account reconciliations; Asset and Liability side of the balance sheet
* Perform all significant journal entries and analysis as required for the month end close
* Prepare monthly gross margin report and sales analysis
* Manage and maintain company fixed assets; monthly review, adjustments and depreciation schedule
* Manage and maintain company rental fleet; monthly review, adjustments and depreciation schedule
* Prepare and process monthly sales tax filings for all jurisdictions
* Ensure company is within compliance with local, state, and federal taxation reporting requirements
* Update, review and monitor credit card charges in Certify and work with employees as needed
* Manage and process expense reports
* Assist with annual inventory
* Perform cycle counts on company rental fleet
* Assist in managing and maintaining company vehicle fleet
* Assist with financial audit/review and activities, including providing support and documentation
* Provide assistance to AR as needed
* Manage and assist with special projects as assigned
* Open communication with direct supervisor/manager
* Responsive to change
* Other duties as assigned

**POTENTIAL RESPONSIBILITIES:**

* Review and process daily AP invoices
* Perform weekly AP check runs
* Maintain and update positive pay within current banking system
* Set up new vendor and vendor maintenance in system
* Process customer credit card payments
* Backup to daily ACH, Wire, and Check reconciliation; matching, processing and posting of payments
* Backup to daily remote deposits

**QUALIFICATIONS:**

* Bachelor’s degree in Accounting required
* One or more years of experience in accounting or related field
* Demonstrated ability to problem solve, learn new techniques and change as needed
* Satisfactory background check
* Proficient in Microsoft Office products such as Excel with strong verbal and written communication skills
* Ability to lift 20 lbs. without aid on occasion and ability to sit at desk for four hours using computer

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Preferred qualifications or skills:**

* Experience with Microsoft Dynamics GP or other ERP systems, including Fixed Assets Module

**Compensation:** Exempt position paid salary revised 12/04/2017