



JOB DESCRIPTION

Job Title: Staff Accountant
Department: Accounting
Reports to: Controller
FLSA Status: Non-Exempt

Job Description

The Staff Accountant will provide support to the accounting department by managing various accounting tasks, including Invoicing, preparing financial statements, assisting with budgets, monitoring accounts payable and accounts receivable. The Accountant will oversee payroll processes and assist in tracking information pertaining to company assets and income. This position will also require working with the Maintenance department for job scheduling on fixed assets and maintenance repairs. The Accountant will help ensure that accounting processes used within the Company meet state and federal regulations. This position will assist in identifying and preventing discrepancies and helping setup control system.

Job Duties

Accounting and Financials:

- Assist in the processing of balance sheets, income statements and other financial
- Assist in the preparation and reporting of financial statements to state and federal requirements
- Post and process journal entries to ensure all business transactions are recorded
- Review and edit statements to align with business requirements and industry standards

Payroll:

- Print and verify hours on weekly labor report for Payroll and Temp Agency reporting
- Import hours into Payroll systems, edit hours, and verify time off requests, PTO and Vacation hours
- Import Paycheck details and set data ready for Nacha transfer
- Import and Verify 401K data, Child Support and/or other garnishments for Account Payables

Accounts Receivables:

- Process Sales and Repair
- Prepare storage invoicing daily, monthly and quarterly
- Assist in AR Collections. Log past due accounts and contact all sales reps & manage Bradleys accounts.
- Review & update customer credit hold and aging summary's reports.

Asset Management and Scheduling:

- Conduct Inventory Cycle Count
- Assign Asset, manage assets and purchasing for assets
- Assist on annual Asset Count
- Assist in Logistic/Storage and Storage Invoicing
- Assist in Maintenance department for job scheduling and completion

Skills/Qualifications

- Develop and maintain long-term customer relationships that lead to satisfied customers.
- Must follow all ISO quality process flows, policies, procedures and best practices
- Proactively work with customers to address any delays in payments
- Must maintain a high level of confidentiality
- Ability to maintain a high level of efficiency and accountability
- Strong accounting and mathematical reasoning skills
- Detail oriented, can complete repetitive tasks accurately and efficiently.
- Must have Experience with Invoicing and Collection
- Strong knowledge in Payroll Rules and Forms Processing
- Must have excellent written, verbal and electronic communication skills.
- Ability to learn complex database system
- Expert in MS Excel, Outlook, Word, PowerPoint. MotorBase is a plus
- Strong organizational and interpersonal skills required
- Needs to have a positive attitude, strong work ethic and strong level of integrity
- Proficiency in Computer Skills and Microsoft Office. Knowledge of MotorBase is a plus
- Critical thinker/problem solver with Good judgment and decision-making skills
- Ability to handle multiple tasks/projects and meet deadlines
- Professionalism, accuracy and extreme attention to detail
- Ability to work as a team and independently with minimal guidance
- Ability to work in a busy, demanding office environment
- Professional telephone and writing skills in addition to exemplary customer service skills required to resolve account issues.

Education & Work Experience

- AS or BS degree in Accounting or Business preferred. Education may be substituted with a minimum of six years' work-related experience or full charge bookkeeping experience.
- Accounting system experience, i.e., ADP, Peachtree, Great Plains or similar.
- Experienced in AR and Customer service a plus.
- Knowledge of motor industry or industrial product "counter" sales a plus, but not mandatory
- Knowledge of motor industry or industrial logistic flow