



Position Title: Staff Accountant

Immediate Supervisor Title: Group Financial Controller

Department: Finance

FLSA Status: Exempt

Brief Summary of Position Purpose:

A Staff Accountant applies accounting principles and executes procedures to prepare financial reports, analyze data and ensure compliance with internal and external policies and standards.

Essential Functions:

- Supports or performs monthly financial close process including preparation & posting of journal entries, accruals, reconciliations, and financial statement reporting.
- Maintain, analyze, and reconcile statements and ledgers.
- Support, and prepare documentation for, various audits including insurance, financial and tax authorities.
- Ensure compliance with state sales and use and Canadian GST tax regulations; including preparation of filings.
- Answers accounting and financial inquiries by researching, compiling and interpreting data
- Perform analysis and provide analytic support to all aspects of the business.
- Participate in financial planning, including annual budgeting and quarterly forecasting.
- Calculate, monitor, and maintain standard costs for manufactured and purchased products.
- Report and analyze cost and budget variances.
- Maintain fixed asset registers, calculate and post depreciation and amortization.
- Monitor and audit physical inventory and/or cycle counts.
- Focus on continuous improvement of financial processes, systems and methods.
- Maintain, and coordinate the implementation of accounting procedures
- Take part in the application of relevant new accounting standard.
- Special projects as assigned

Education/Training/Certifications:

- Bachelors Degree in Accounting (or equivalent financial discipline)
- CPA or CMA a plus, but not required.

Experience:

- Minimum of three (3) years of broad based accounting related experience
- Experience in a manufacturing environment with inventory.
- Familiarity with midsize or larger ERP & accounting software (Epicor, Infor, Sage, Dynamics, Oracle or similar)

- Experience using reporting & BI tools favored
- Multi-company and multi-currency accounting experience helpful but not required.

Required Skill Sets: (e.g., computer skills, communications, math, etc.)

- Outstanding attention to detail, accuracy, and organization skills.
- Expert in Microsoft Excel, proficient in other Office applications.
- Ability to prioritize multiple tasks and meet required timelines.
- Problem solving experience with ability to make recommendations and resolve issues.
- Capable of clearly communicating on complex issues, both written and verbally.

Physical Demands: (e.g., lifting, travel, etc.)

- Position requires concentration, accuracy, and focused mental effort.
- Works in normal office environment.
- Occasionally may push or pull up to 20 pounds and rarely lift or carry up to 20 pounds.
- Will travel 10-15% on a regular basis, possibly internationally.

Pursuant to the Americans with Disabilities Act (ADA), reasonable accommodations may be made to enable qualified individuals to perform the essential functions of this job.

AA/EEO/M/F/D/V