



Staff Accountant

Classification

Exempt

Reports to

CFO

Date

07/27/2021

JOB DESCRIPTION

Summary/Objective

This is an accounting position providing reporting on a broad spectrum of accounting and business topics. The Staff Accountant has a pivotal role in enterprise financial reporting, supporting costing functions, and the month end close process. This associate will provide technical accounting, reporting, and internal control knowledge and will be relied upon to keep processes moving forward with minimal guidance.

Essential Duties and Responsibilities

- Prepare monthly journal entries and maintain general ledger accounts
- Prepare account reconciliations, accruals and financial close in compliance with GAAP
- Ensure financial reporting deadlines are met accurately and timely
- Compile financial information to prepare financial statements and various detailed analyses
- Prepare various reports related to trends, commitments, and key performance indicators
- Assist in evaluation of systems and procedures for process improvements
- Assist in development and maintenance of budgets, cost analyses and forecasting
- Ensure proper fixed asset classification and reporting (additions, disposals, depreciation)
- Assist with the Accounts Payable and Receivable functions, ensuring timeliness and accuracy
- Backup other office functions and assist with cross training for vacations, holidays, and sick time
- Assist in identifying information needs and data gathering, designing, and testing of data for organizational reports
- Involvement with computer software upgrades
- Participate in physical inventories counts/reconciliation to reports
- Assist with sales and use tax compliance
- Participate in accounting and department projects as requested
- Assist with annual review/audit preparations



Competencies

Strong interpersonal skills
Attention to detail
Ability to meet and exceed deadlines
Analytical thought process
Ability to maintain strict confidentiality

Supervisory Responsibility

This position has no supervisory responsibilities.

Work Environment

While performing the duties of this job, the employee is working in a standard office environment that is climate controlled.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee must be able to sit for the duration of the shift, lift up to 25 pounds infrequently, bend, twist, stand and work on a computer daily.

Position Type/Expected Hours of Work

This is a full-time position. Occasional weekend work may be required as job duties demand.

Travel

No travel is expected for this position.

Education, Skills, and Experience

- Bachelor's degree in Accounting required, 2+ years of practical work experience in Accounting and/or Auditing required
- Accuracy and attention to detail with the ability to recognize problems and recommend solutions
- Ability to work independently with a high level of initiative, self-motivation, and confidence
- Strong interpersonal skills (written and oral communication, teamwork, diplomacy)
- Positive attitude, people skills, and the ability to interact with employees at all levels
- Demonstrated stress tolerance to work in a fast-paced work environment with definitive timelines
- Professional maturity with discretion in holding sensitive information in strictest confidence
- Proficient in accounting software, ERP systems and Microsoft Suite



EEO Statement

Eillien's Candies, Inc. is committed to a policy of equal opportunity for all employees. It is the Company's policy to seek and employ the best qualified personnel in all positions, to provide equal opportunity for advancement to all employees, including upgrading, promoting and training, and to administer these activities in a manner which will not discriminate against or give preference to any person because of race, color, religion, age, sex, national origin, disability, ancestry, sexual orientation, military status, marital status, arrest or conviction record or any other discriminatory basis prohibited by state or federal law

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time without notice.

Signatures

Manager _____

HR _____

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee _____ Date _____