



Accountant

Position Summary

We are seeking a detail oriented, high energy, and collaborative accountant to support the finance department throughout multiple Companies. This individual will be responsible to maintain books of multiple companies and work closely with existing finance team members at each location. Current programs utilized include QuickBooks, Job Boss, and CloudSuite Industrial “Syteline” ERP system. The ideal candidate will excel in a fast-paced environment and consistently demonstrate initiative and drive

Responsibilities

- Preparing state and local sales and use tax returns on a monthly, quarterly or annual basis for CA, IL, MN, PA, TN, TX, WA and WI. Update our systems to ensure proper data is collected. Obtains new and updated sales tax exemption certificates and verifies the validity.
- Monitor and help manage all aspects of the company’s expenses. Ensure capital approvals are received and items are coded properly in our general ledger among our division of companies.
- Reconcile credit card reports to the general ledger; ensure proper coding of divisions and proper use tax paid.
- Record and maintain the fixed assets and ensure proper recording of new purchases and disposals by working closely with the operations and IT teams.
- Provide reports and analysis to purchasing and inventory teams and monitors end of life process to improve inventory turns.
- Audit physical inventory counts.
- Calculation of warranties, commissions and royalties and ensure proper/timely payments are made.
- Assist in the documentation of financial policies, procedures and work instructions, making sure they are current and in-line with sound internal controls. Provide ideas for continuous improvement throughout the company.
- Assist with budget preparation and forecasting.
- Perform month end reconciliations for several of the Village of Companies.
- Close monthly accounting cycles, inclusive of accruals, journal entries, and variance reporting.
- Work closely with IT department for purging of data and segregation of duties in the system.
- Other miscellaneous projects and tasks as assigned.

Education/Training

- Bachelor’s Degree in Accounting required.
- 3-5 years of accounting experience in a manufacturing environment.

Knowledge/Skills/Abilities

- Advanced proficiency in Microsoft Excel required, including pivot tables, v-lookups and more.
- Experience with ERP systems, QuickBooks or Syteline a plus.
- Experience in accounting for inventory a plus.



- Excellent analytical skills with attention to accuracy and detail.
- Proven record of accomplishment to meet deadlines, handle multiple priorities, and work well under pressure.
- Continuous improvement focus.
- Excellent organizational, communication, writing, and interpersonal skills.
- Work effectively with minimal oversight, while also functioning well in a team environment.
- Demonstrate and actively support our Mission, Vision, and Values.

Travel Requirements

- Some travel within the village of companies between Pulaski and other Village of Companies entities locations may be necessary.

Physical Requirements

- none

Materials and Equipment Utilized

- Computer, printer, phone, etc.

Working Environment:

- Office

