

STAFF ACCOUNTANT

JOB SUMMARY

Responsible for general accounting functions of Fibrebond. May supervise the accounting staff in the Accounting Supervisor's absence. Performs and directs special projects as requested.

ESSENTIAL FUNCTIONS

1. Regularly prepares and reviews entries to the general ledger at month-end to assure accuracy and compliance with established accounting principles and procedures.
2. Prepares month-end general ledger reconciliations per established processes.
3. Assists in the daily management of cash and related reporting.
4. Prepares financial and statistical reports as required.
5. Coordinates and prepares for financial audits as required by company policy and other third parties.
6. Prepares and/or reviews required sales tax and franchise returns as well as annual 1099s.
7. Recommends changes in financial policies and procedures, as necessary.
8. Assists in defining internal controls to assure proper compliance with company policies.
9. Assists in management of corporate credit cards, expense reporting website, customer portals and vendor portals as needed.
10. Promotes a Continuous Improvement environment utilizing Lean tools.

EDUCATION & QUALIFICATIONS

1. Bachelor's degree or equivalent in Accounting.
2. Knowledge of technical and professional principles and skills of accounting.
3. Knowledge of accounting principles, practices and procedures on manual and automated systems.
4. Knowledge of appropriate management and supervisory skills preferred.
5. Any combination of experience, education and training, which would provide the level of knowledge, skill and ability required.

SPECIAL SKILLS

1. Ability to plan, organize and oversee projects.
2. Ability to maintain good working relationships with co-workers, supervisor, management and department head staff.
3. Sees the "big picture" and the importance of accuracy and detail.
4. Is a team player.
5. Ability to communicate both orally and in writing with a wide range of people.
6. Ability to maintain highly confidential nature of accounting data.
7. Must be organized and possess an ability to handle multiple projects.
8. When retrieving or returning files, must be able to stoop, bend and reach.
9. Ability to work independently in absence of supervisor.
10. Must possess a high degree of motivation and self-direction.