

This position offers a Competitive Salary, annual Bonus opportunity, an attractive benefits plan including Company Paid health insurance, a 401(k) w/ employer match, company paid life insurance, paid holidays & competitive Paid Time Off (PTO). We provide a Tuition Reimbursement Program, Employee paid Short Term Disability, Long Term Disability, Vision & more!

- Bachelor's degree in Accounting required.
- FIVE years related accounting experience or more required.
- Certified Public Accountant designation preferred.

Required Skills/Abilities:

- Extensive knowledge of general financial accounting and cost accounting.
- Strong understanding of and ability to adhere to generally accepted accounting principles.
- Must be capable of analyzing data and properly apply those principles.
- Highly proficient with accounting software.
- Excellent organizational skills and attention to detail.
- Must be able to analyze results of reconciliations and offer adjustments when necessary.
- Must have a strong proficiency in Excel and Microsoft Office products.
- Must be a team player with active listening skills, able to communicate with confidence.
- Be able to work independently.
- Be able to identify, research and propose solutions for process improvement.
- Microsoft Dynamix AX accounting experience is also a plus.
- Proven ability to handle multiple projects simultaneously.
- Strong understanding of federal, state, and local tax regulations

General Ledger Responsibilities

- Assist in documenting processed and formulating internal controls
- Prepare draft financial statements for Controller review.
- Review G/L accounts monthly reconciliations for completeness.
- Be able to analyze account details, identify variances and suggest solutions.
- Review journals entries prepared by staff, give feed-back and approve in accounting system.
- Assist with coordinating year end audit and reviewing schedules prepared by staff as assigned for financial audit.

Expense Reporting Credit Card Program

- Monitor activity and compliance with company credit card processes.
- Develop audit report to track compliance with company policies and procedures
- Develop protocol for staff to be confident to question charges that appear inconsistent with policies and gain a better understanding when something appears incorrect.
- Be able to provide back up for credit card platform for any issues that need coverage in staff absence.

Contract and Tax Compliance

- Ensure company tax compliance reports are processed accordingly.
- Review Sales and use tax filings for multiple entities in multiple states, including, most SE US States
- Strong research and analytical skills related to state tax laws including nexus rules and business registration requirements and reporting requirements.
- Ensure annual report filing for multiple states and multiple entities.
- Review and submit reporting for GSA and other government contracts that require monthly reporting.

Other duties as assigned

- Assist with yearly budget preparation including review departmental budgets for large variances from prior years.
- Assist with year-end inventory.
- Other projects as assigned.