# Job Description

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| --- | --- | --- |
| Position Title | Department | Reports to |
| Bookkeeper/Accounting Specialist | Accounting | Assistant Controller |
| Employment Status | FLSA Status | Effective Date |
| [ ]  Temporary [x]  Full-Time [ ]  Part-Time | [x]  Non-Exempt [ ]  Exempt | 10/26/2021 |

## Position Summary

The Bookkeeper/Accounting Specialist is responsible for performing general accounting functions/activities. This position ensures the accurate compilation, analysis and reporting of accounting data and ensures that proper accounting information is maintained.

A successful Bookkeeper/Accounting Specialist should have a minimum of 4+ years progressive accounting experience a similar work environment. Ideal candidates will have a Bachelor’s degree in Accounting (or in the process of acquiring).

## Essential Duties and Responsibilities

The essential functions include, but are not limited to the following:

* Performing and overseeing basic Accounting procedures (A/R, A/P, time billing, P/R, G/L, tax payments and inventory control)
* Monitoring and reviewing all record of assets, liabilities, and other financial transitions
* Assisting Assistant Controller/Controller as company liaison with auditors (Annual financial and 401K audits)
* Performing all basic accounting procedures, financial statement preparation, month end closing, journal entries and general ledger maintenance, inventory roll forwards, and fixed assets and margin analysis; preparing supporting schedules for financial statements preparation
* Preparing financial statements, e.g. monthly and quarterly financial reports, weekly forecasts to Management Team summarizing current and projected financial position
* Assisting with special Accounting projects
* Report to management
* Other duties as assigned

## Minimum Qualifications (Knowledge, Skills, and Abilities)

* At least 4+ years progressive accounting experience in a similar work environment required.
* Proven ability to work in teams and build relationships across the organization
* Strong accounting skills
* Knowledge of accounting principles (GAAP)
* Excellent written and verbal communication skills
* Advanced knowledge and skills of Excel functions and capabilities
* Bachelor’s degree in Accounting is a plus
* Manufacturing background is a plus
* Knowledge of Acumatica is a plus

## Physical Demands and Work Environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

* May be required to stand for long periods of time
* May involve some repetitive motions
* May need to be able to lift up to 50 pounds
* Due to the open environment of the warehouse, must be able to work in various weather and temperature conditions to include extreme heat, humidity and cold

## Note

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

### Reviewed with employee by

### Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name (print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Received and accepted by

### Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name (print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The company is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.