



Position Title: General Accountant, Salaried, Exempt

Reports To: Jessica Rowden, Assistant Controller

Position Summary:

Leading manufacturer of mechanical jacks and actuators is seeking a General Accountant to be responsible for performing tasks required to support general accounting functions including compilation and maintenance of financial reporting system to facilitate accurate and timely financial reports.

Essential Duties and Responsibilities:

- Perform monthly cash reconciliations
- Maintain and reconcile daily cash balance and reconcile to bank statements to ensure accuracy of cash position
- Reconcile payroll-related withholdings and accruals and oversee payroll tax filings done by iSolved payroll service
- Reconcile intercompany accounts with parent company (Graham Holdings Company) and subsidiaries
- Review accounts payable aging and oversee review of vendor statements for issues
- Maintain fixed asset records in BNA (fixed asset software)
- Maintain files for all month-end journal entries and account analyses
- Provide back-up and support to other accounting functions including AP and AR data entry, Credit & Collections, and Cost Accounting
- Prepare various state tax returns and compliance reporting (e.g. property tax, use tax, CAT tax, unclaimed funds reporting)
- Oversee state sales tax filings done by Avalara sales tax reporting service, including reconciliation to the Epicor ERP system
- Oversee annual 1099 reporting
- Prepare income tax supporting workpapers (apportionment, Section 263A, R&D credit, etc) for the parent company as needed
- Assist with account analyses for monthly financial reporting
- Assist with monthly financial closing
- Assist with and/or oversee accounting projects as assigned (e.g. Vendor ACH conversion)
- Perform other duties as assigned

Qualifications & Requirements:

- 2 or 4-year degree in Accounting desired. Equivalent knowledge of accounting principles, practices and procedures relevant to automated systems gained through on-the-job experience will be considered in lieu of degree.
- Superior excel skills including extensive use of pivots and vlookups and ability to independently analyze data using advanced excel tools.
- Able to communicate effectively with all levels of the organization.
- Strong analytical skills.
- Able to work both independently and as part of a group.
- The candidate should be a self-starter, eager to learn and have strong communication skills to work with internal customers.
- 4 to 7 years of experience with similar accounting responsibilities. Some experience in a manufacturing environment preferred.
- Experience with Epicor ERP systems for Finance and Manufacturing is a plus.