

Job Title: Accountant

Job Summary: Performs general accounting functions, maintains accounting records and general ledger, prepares monthly reconciliation on selected balance sheet accounts, prepares reports, and other assignments as requested.

Essential Duties and Responsibilities:

- Administers the month end close process to include preparing journal entries, account analysis and reconciliations, and follows up on problem issues.
- Maintains journal entry log, account analysis books and financial work-papers.
- Maintains the general ledger to include updating chart of accounts and works with systems administrator to update general ledger structure and reports.
- Prepares various supporting statements and schedules for financial reporting.
- Maintains fixed asset and patent records.
- Ensures the timely reconciliation of inter-company accounts between the affiliates.
- Maintains lease and rental documentation.
- Assists with SAP implementation
- Assists AP/AR processing and work review
- Provides other support as needed.

Requirements:

- BS in Accounting or related field
- Three to five years accounting experience using computerized accounting systems
- Ability to work under pressure
- Good organizational skills
- Strong attention to detail
- Solid working knowledge of Excel