

## **Job description**

**Position:** Staff Accountant

**Industry:** Manufacturing – Dental Products

**Employment:** Part-time

### **Job Description:**

Immediate opening for a part-time staff accountant. The successful candidate will report directly to the Controller. This position offers an excellent opportunity to apply and build upon basic accounting knowledge.

- Part time position to provide accounting support to Controller
- 20 hours/week
- On-site, flexible schedule

### **Key responsibilities include:**

- Monthly bank reconciliations
- Support for monthly accounting close
- Preparation, review and analysis of recurring monthly financial reports
- Respond to management information requests and prepare ad hoc reports as required
- End of day reconciliation and posting of sales data across several interfacing software applications
- Monthly sales tax reconciliation
- Review and analysis of inventory valuation and transacting reports

### **Qualifications include:**

- B.S. Accounting
- Ability to quickly gain proficiency in various financial software and reporting tools
- Experienced in General Accounting
- Knowledge of accounting principles specific to manufacturing including shop floor reporting, inventory transacting and recordkeeping a plus
- High-level proficiency in Excel
- Experience in Great Plains accounting and/or Microsoft Dynamics CRM software a plus
- Local candidates preferred