



## Accountant

---

**Department:** Finance

**FLSA:** Exempt

**Job Status:** Full Time

**Reports To:** Accounting Manager

**Amount of Travel Required:** Minimal

### POSITION SUMMARY

The Staff Accountant will play a key role on a dynamic, highly collaborative Finance team. The Staff Accountant will support the maintenance of the Company's financial records – accounting for the transactions of the businesses accurately, in a timely fashion and within the boundaries of GAAP and internal accounting policy. Additionally, the Staff Accountant will organize and ensure compliance with state and local government tax and other business tax requirements of the Corporation.

### SPECIFIC JOB FUNCTIONS

The responsibilities of the Staff Accountant include, but are not limited to the following:

1. Accounting for all transactions of the Company including accounts payable, accounts receivable and general journal entries.
2. Maintenance of the Company's fixed asset records in ProSystem Fx Software and reconciling to the Company's Accounting ERP system on a monthly basis.
3. Organization, preparation and payment of Sales, Use and Property tax returns. This function also includes all other business tax filing and fee requirements with states where the Companies hold registrations and licenses.
4. Perform assigned balance sheet account reconciliations on a periodic basis.
5. Maintain and post various allocation journal entries on a monthly basis.
6. Various tasks related to the Company's Agency business model including entering inventory transactions and reconciling inventory balances at multiple agent locations across the country.
7. Responsible for various banking transactions including initiating wire transfers, monitoring positive pay activities and maintenance of the Company's corporate card program.
8. Any other project or responsibilities that may be assigned from time to time by the Accounting Manager.

### POSITION REQUIREMENTS

**Education:** Bachelor's Degree in accounting or related discipline (four-year college or university). CPA designation is preferred, but not required.



**Experience:** 3 to 5 years related experience with preference given to agricultural chemical industry experience.

**Technology Skills:** Microsoft Excel power user is a must. Adept using other Microsoft products is a plus. Experience using and understanding the flow of ERP Accounting software is required.