



Accountant

Department: Label

FLSA Status: Exempt

Work Schedule: Monday – Friday
8:00am-5:00pm

Positions Supervised: None

Job Status: Full-Time

Reports To: Label Controller

Amount of Travel Required: No travel required

POSITION SUMMARY

This position will be a key member of the Accounting department, participating in the monthly close process and being involved in all areas of the business. This position will analyze financial information to provide insight to management for use in making capital investment and overall business decisions. This position interacts with operations, sales representatives and the leadership team.

REASONABLE ACCOMMODATIONS STATEMENT

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

ESSENTIAL FUNCTIONS

- Collect and monitor data to be used to assist the operations in making day to day as well as long term strategic decisions
- Conduct profitability analysis as it's related to customers and products.
- Complete daily, weekly and monthly reporting requirements to assist both the Accounting and Operations teams.
- Maintains various access databases and spreadsheets used by the accounting team, operations, and sales force.
- Lead the monthly physical inventory process, including physical counts as well as all related journal entries
- Calculate the monthly inventory valuation after inventory is concluded as well as research discrepancies.
- Reconcile select balance sheet accounts
- Key participant in enhancing financial dashboards and business metrics and real time data availability.
- Complete monthly commission reports for the salesforce as well as oversee the entire commission process.
- Prepare and enter monthly journal entries needed to successful close the month
- Responsible for maintaining all documents related to capital projects.

- Calculate monthly expense variance analysis and recommend areas of savings.
- Assist in the preparation of the annual budget
- Review budget versus actual reporting on a monthly basis and recommend areas for improvement.
- Monitor item costing and the related inputs to help drive enhanced profitability
- Work with the Controller on other projects to help improve efficiencies
- Other duties as assigned.

POSITION QUALIFICATIONS

Competency Statements

- **Accountability:** The extent to which an individual is willing to accept responsibility.
- **Accuracy:** The extent to which an individual's work is correct and error free within company policies and guidelines.
- **Adaptability:** The extent to which an individual can fit into a changing work environment.
- **Communication, Oral & Written:** The extent to which an individual communicates with clarity, actively engaging in conversations in order to clearly understand others' message and intent, and received and processes feedback.
- **Detail Oriented:** The ability to pay attention to all aspects of a situation or task, no matter how small or seemingly unimportant.
- **Organized:** The ability of the individual to be structured and methodical in working skills.
- **Problem Solving:** The ability to recognize courses of action which can be taken to handle problems or potential problems.
- **Time Management:** The ability to effectively utilize available time for the completion of necessary job tasks.

SKILLS & ABILITIES

Required Education

- Bachelor's Degree in Accounting or Finance

Required Experience

- Experience in financial analysis and general accounting

Preferred Experience

- Previous experience in a manufacturing environment
- Previous experience with manufacturing analysis

Computer Skills

- Must be very proficient in the use of a PC and Microsoft Office (Word, Excel, PowerPoint, Access, Outlook)

PHYSICAL DEMANDS

Physical Demands

| | | | |
|----------------------|--------------------|-------------------------------------|--------------------|
| Stand | O (Occasionally) | Lift/Carry 10 lbs or less | O (Occasionally) |
| Walk | O (Occasionally) | 11-20 lbs | O (Occasionally) |
| Sit | F (Frequently) | 21-50 lbs | N (Not Applicable) |
| Handling / Fingering | O (Occasionally) | 51-100 lbs | N (Not Applicable) |
| Reach Outward | O (Occasionally) | Over 100 lbs | N (Not Applicable) |
| Reach Above Shoulder | O (Occasionally) | Push/Pull | |
| Climb | N (Not Applicable) | 12 lbs or less | O (Occasionally) |
| Crawl | N (Not Applicable) | 13-25 lbs | N (Not Applicable) |
| Squat or Kneel | N (Not Applicable) | 26-40 lbs | N (Not Applicable) |
| Bend | O (Occasionally) | 41-100 lbs | N (Not Applicable) |

- N (Not Applicable)** Activity is not applicable to this occupation.
- O (Occasionally)** Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
- F (Frequently)** Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
- C (Constantly)** Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

WORK ENVIRONMENT

Work is performed primarily in a standard office environment, but may involve exposure to moderate noise levels from high-speed computer printers and other peripherals. Work involves operation of personal computer equipment for four to eight hours daily. Occasional travel to the manufacturing floor may be required.

Equal Opportunity Employer-Disabled/Vets

Prepared by: _____ Date: _____

Supervisor Signature: _____ Date: _____

Employee Signature: _____ Date: _____

The Company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the Company reserves the right to change this job description and/or assign tasks for the employee to perform, as the Company may deem appropriate.

