



## **Staff Accountant**

**EMPLOYMENT AGREEMENT:** Exempt

**ADVISOR:** Chief Financial Officer

### **PRIMARY CHARACTERISTICS:**

- **Values:** Ensure that personal conduct is consistent with Servant Leadership. Looks for opportunities to model Reell's values in all business situations.
- **Confidentiality:** Accountable to ensure that all data and protected information remain confidential at all times and is available to only those coworkers who have a need to know.
- **Professional:** Treats people with respect, is approachable and works well with others to complete assignments.
- **Communication:** Written and verbal communication to internal and external customers is completed in a clear and concise fashion. Regular written communication on financial data and analysis is provided comprehensively and clearly to the party.
- **Continuous Improvement:** Continues to improve software skills and stay current. Comfortable with identifying and bringing attention to areas of improvement.
- **Team Work:** Works independently and collaboratively with others to effectively complete the responsibilities of the position. This role may complete some of the key responsibilities.

### **KEY RESPONSIBILITIES:**

- **Accounting:** Applies the principles of accounting, according to GAAP, to establish and maintain the general accounting system. Prepares necessary monthly journal entries and account balance reconciliations.
- **Accounts Receivable:** Responsible for Accounts Receivable collections and credit references. Works with Customer Service Department in developing credit limits. Sends out monthly Statements to customers from accounting system.
- **Banking:** Applies incoming daily cash receipts by customer based on bank reports within accounting system. Scans incoming checks and books related deposits. Books daily cash withdrawals/ACH billings based on bank reports and reconciles to billing source documents. Clears checks as they are cashed through the bank.
- **Accounts Payable:** Gather information for weekly check runs and bi-monthly wire runs. Process payments on a timely basis, making decisions to maximize vendor discounts. Match checks with invoices and prepare for mailing. Maintenance of check stock supply and disbursement. Maintain payment templates in the bank for address and/or account changes.
- **Billing Reconciliations:** Responsible for PO Clearing account monitoring and reconciliation. Audit and reconciliation of Employee expense reimbursements and Corporate Credit card statements. Responsible for maintaining Uninvoiced Receipts Report and clearing old receipts. Maintain online Fedex, UPS invoicing and payments and reconcile with bank ACH entries.

- End of Month Closing: Works independently and collaboratively with others in Financial Services to close the General Ledger and Sub-Ledgers. Generates monthly AP accruals and recurring journal entries. Generates commission reports. Responsible for monthly GL account reconciliations for all accrual accounts, prepaid assets and equity accounts.
- Payroll: Process bi-weekly payrolls, reviews, reconciles and prepares required data such as expense reimbursement, garnishment, timecard reports etc. Works with Coworker Services to ensure the accuracy and completion of the payroll. Works with ADP on payroll issues, updates and setup of any changes related to payroll. Generates Ad Hoc payroll reports.
- Sales/Use Tax filings: Prepare and file the sales/use tax returns and related schedules, maintain tax calendar and make associated payments.
- Annual 1099 Vendor Filing: Prepare and maintain 1099 filing for Reell AP vendors. Maintain software for information input and electronic filing.
- Reporting: Works independently and collaboratively with others in generating Ad Hoc financial reports and providing analytical and reporting services to internal and external customers.
- Continuous Improvement: Special projects development related to strategic business unit, customer and product profitability.
- Sales Commissions: Maintains reconciliations of commissions earned and paid by sales rep. Processes monthly sales commission payments to representatives and distributors. Provides monthly reporting to reps/distributors of outstanding commissions and payment detail.
- Other Accounting work or duties as assigned.

### **SKILLS REQUIREMENTS:**

- Attitude of excellence, having a positive 'can do' attitude, a willingness to work hard to achieve goals, pride in your own work, a desire to do your best, and the ability to cultivate excellence around you.
- Knowledge of GAAP
- Strong problem solving and analytical thinking
- Able to prioritize, manage multiple tasks, and meet deadlines
- Customer Focus
- Continuous Learning
- Industry and Technical Knowledge
- Time and Task Management
- Proficient in the use of Microsoft Excel, Word and PowerPoint
- Written and verbal communication skills to present explain and clarify financial information and its significance
- Strong interpersonal and teamwork skills. Shows appreciation for the problems and ideas of others
- Supports continuous improvement in all areas of the company. Can advise and assist in efforts in implement change
- Has the ability and outlook to move a problem into the stage of corrective action. Can initiate steps for both immediate action and long-term prevention of problems

### **EDUCATION AND WORK EXPERIENCE REQUIREMENTS:**

- Bachelor of Arts or Bachelor of Science degree in Accounting or Financial Management or related degree.

## **PREFERRED EDUCATION AND WORK EXPERIENCE**

- Some experience in Accounting or Finance such as an internship
- Use of an ERP or QAD ERP

## **PHYSICAL REQUIREMENTS:**

- Office Setting
- May be required to sit or stand for longer periods of time.