



Accounting Specialist I – Capital Assets
Salary: \$19.48 - \$29.73

Assists with the day-to-day, monthly, and year-end operations of the Finance department. Ensures the integrity of accounting information by recording, verifying, and reviewing transactions. Work includes maintaining accounting records, preparing documentation to support general ledger balances, and performing data and account analysis. Work is performed under the supervision of the Director of Finance.

RESPONSIBILITIES

- Primary responsibility for maintaining and reconciling monthly fixed assets, depreciation, additions, gain or loss on disposal of fixed assets, deposits on capital assets and contributed capital
- Works closely and communicates with other department supervisors to gather information regarding capital assets
- Reconciles inventory to the general ledger on a daily basis
- Posts distribution service orders, which include inventory used, to the general ledger on a daily basis
- Ability to understand and solve problems related to the inventory cycle and related systems
- Willingness to physically visit the inventory warehouse on an ongoing basis to understand the inventory systems and business flow
- Works closely with the warehouse manager and distribution staff to ensure successful physical inventory counts
- Reports the findings of the physical inventory count to the Director of Finance and Director of Operations
- Assists and independently completes more complex accounting projects and initiatives with other members of the accounting and finance team and with other departments
- Ability to work collaboratively in a team-centric environment with other members of the Finance department
- Performs monthly analysis of general ledger accounts by compiling and analyzing account information and provides results to Director of Finance on a timely basis
- Posts information for assigned accounting activities into the general ledger
- Conducts various monthly account reconciliations to ensure accurate reporting and general ledger maintenance
- Assists and independently completes accounting projects and initiatives with other members of the accounting and finance team and with other departments
- Assists with various phases of the annual audit and year-end process assigned to finance staff and prepares assigned audit work papers, provides support and requested data to auditors as assigned
- Compiles information for preparation of the financial statements and tax return and provides to Director of Finance for review
- Updates job knowledge by participating in educational opportunities and reading professional publications

Knowledge, Skills and Abilities:

- Advanced skills with Microsoft Excel including Vlookups and pivot tables
- Ability and skill to work with large sets of information including compiling, computing, and analyzing data and reports



- Proven ability to work both independently and collaboratively and to establish and maintain effective working relationships with different levels of employees and members of other Company departments including engineering, customer service, information technology and operations
- Knowledge of accounting methods, generally accepted accounting principles and auditing standards
- Knowledge of and ability to interpret and apply federal and state regulations as they relate to finance, accounting, and payroll
- Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- Ability to organize work to meet multiple deadlines
- Attention to detail
- Ability to clearly communicate and understand information, both orally and in writing

Requirements:

- Bachelor's Degree with a concentration in accounting from an accredited college or university, supplemented by a minimum of 1-2 years of experience in industry or public accounting or similar work environment, with increasing roles in accounting and auditing.