

Department:

Accounting / Finance

Reports To:

Corporate Controller

Purpose:

The position of Staff Accountant I is an entry level position and will be diversified in the areas of general ledger, general accounting, accounts payable and accounts receivable.

Essential Functions/Responsibilities:

- General Accounting Support
 - Maintenance of the Company's fixed asset records
 - Maintenance of the Company's project tracking files for capex and tooling
 - Manage Corporate Petty Cash, including disbursements and reconciliation
 - Assist HR in preparing reports for monthly results meetings.
 - Assist the Company's Credit Card Administrator with the Company's credit card program including the recording of charges in the company's G/L.
 - File sales & use tax returns and other compliance reporting
 - Prepare and file annually the company's form 1099s
 - Special projects as requested
- General Ledger
 - Post system transactions to general ledger
 - Prepare and post various journal entries
 - Prepare account reconciliations for various G/L accounts
 - Prepare supporting schedules for the monthly financial package as requested
 - Reconcile assigned GL account balances providing supporting documentation where needed including bank reconciliations
- Accounts Payable:
 - Process invoices:
 - Match invoices with customer purchase orders.
 - Log vendor information on invoices.
 - Check pricing of invoices vs. purchase orders.
 - Enter invoice information and process invoices for payment.
 - Maintain a list of taxable purchases for "use tax" filings quarterly.
- Cash receipts processing:
 - Process lock box, checks, wire, ACH receipts to the appropriate customer, invoice, and general ledger account
 - Track daily cash receipts to assure the month (GL to bank) balances.
 - Prepare manual deposits and bank runs
 - Process credit card payments
- AR Invoicing:
 - Posting of invoices and credit memos in MBI ERP system (verifying correct GL code, salesperson, piece price, etc.)
 - Assure customer web portal is updated with invoices/credit memos

Knowledge/Skills/Abilities:

- Excellent attention to detail
- Essential computer skills: ERP experience, ability to navigate customer web portals, Microsoft Word, Outlook, and Excel (beginner to intermediate level)
- Works well in a team environment and possess customer service approach when communicating.
- Able to work with a diverse group of people

Education/Experience:

- Bachelor's degree with a major in accounting or equivalent combination of education and experience.

Mar-Bal, Inc. reserves the right to revise or change job descriptions, duties, and responsibilities as the need arises. This description does not constitute a written or implied contract of employment.