



## **JOB DESCRIPTION**

**Job Title:** Staff Accountant

**Facility:** Brooklyn Park

**Department:** Accounting

**Reports to:** Finance Manager

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### **SUMMARY**

Is responsible for ensuring that all accounting and reporting activity are in conformance with generally accepted accounting practices (GAAP). Manages the processing of daily, weekly, and monthly accounting transactions. Manages the preparation of timely and accurate monthly financial reports that meet the needs of authorized internal and external users.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include but are not limited to the following. Other duties may be assigned as needed.

- Prepares, coordinates and reviews monthly General Ledger journal entries.
- Coordinates the monthly financial reporting process.
- Assists in the preparation of the financial reporting analysis.
- Prepares and distributes monthly Financial Statement package.
- Prepares bank reconciliations and other Balance Sheet reconciliations as required.
- Assists with external audits with ENPOINTE's outside accounting firm and lenders.
- Supports budgeting and planning.
- Supports and monitors daily banking activities (borrowing base, cash flow, transactions, etc.).
- Manages and performs the orderly closing of all accounting modules on a monthly and year-end closing cycle.
- Manages the recording and classification of sales.
- Prioritizes accounting activities to provide special reports as assigned by senior management.
- Reconciles General Ledger accounts as required and in support of year-end audit.
- Supports the accounting and administration of the Companies Property & Liability Insurance.
- Understands your role in the companies' Quality Management System regarding ISO.

### **QUALIFICATIONS**

- Bachelor's degree in accounting or equivalent experience.
- CPA a plus.
- Public Accounting experience a plus.
- 4 or more years of broad financial accounting experience preferably gained in a manufacturing or printing environment.

### **PROFESSIONAL SKILLS AND ABILITIES**

- Excellent interpersonal skills.
- Excellent presentation, verbal, and written communication skills.
- Attention to detail.
- Thinks critically, problem-solves, and addresses complex issues.

## **PHYSICAL REQUIREMENTS**

- Constant strong communication, sitting, and working on a computer.
- Frequent walking & standing.
- Occasional lifting 20+lbs, pulling, pushing, bending, reaching, kneeling, stooping, climbing stairs.

*Occasional: Occupation requires this activity up to 33% of the time (0 - 2.5 hrs./day of 8-hour day)*

*Frequent: Occupation requires this activity from 33%-66% of the time (2.5 - 5.5+ hrs./day of hour 8-hour day)*

*Constant: Occupation requires this activity more than 66% of the time (5.5+ hrs./day of 8-hour day)*