



JOB DESCRIPTION

Job Title: Staff Accountant

Facility: Brooklyn Park

Department: Accounting

Reports to: Controller

SUMMARY

Responsible for accurate financial reporting, account reconciliation, GAAP compliance, multi-state sales tax filings, and supporting month-end close for multiple entities and consolidated financial statements.

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

General Ledger & Reconciliation

- Prepare and enter journal entries
- Review and reconcile general ledger accounts and bank statements
- Ensure accuracy of transactional postings

Financial Reporting

- Prepare monthly financial statements for multiple entities and consolidated reporting
- Support month-end and year-end closing processes
- Ensure accurate intercompany transactions and eliminations

Tax Compliance

- Prepare and file sales tax returns for multiple states
- Monitor changes in state tax regulations and ensure compliance

Additional Responsibilities

- Assist with internal and external audits for multiple entities
- Maintain compliance with GAAP and company policies
- Assist with Accounts Receivable (AR) and Accounts Payable (AP) as needed
- Reconcile postage accounts and customer deposits
- Identify opportunities for efficiency in accounting processes
- Understand your role in the companies' Quality Management System regarding ISO

QUALIFICATIONS

- Associate or Bachelor's degree in Accounting
- Minimum 2 years of accounting experience
- Proficient in Microsoft Excel and ERP systems

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)