

Department: Accounting	Reports To: CFO
Location: Lakeland	Revised: May 2021

JOB SUMMARY:

This position fully supports the CFO in her efforts to maintain financial records and ensure that financial transactions are properly recorded. With oversight, they should independently perform general accounting functions, prepare financial reports, make journal entries, review and maintain general ledger, and reconcile bank accounts. The position provides visibility to the overall performance of the Company and how financial activity flows through our business management system.

ESSENTIAL FUNCTIONS:

- Prepares and enters daily, weekly and monthly journal entries; performs other data entry, analysis and research inquires, and other special projects as needed
- Prepares general checking and all other accounts and investments reconciliation and corresponding journal entries on a monthly basis
- Assists the CFO with the preparation of financial information and statements on a monthly, quarterly and yearly basis
- Prepares and enters monthly and quarterly accruals
- Prepares monthly commission calculation
- Performs payroll approval and processes ACH transmission
- Assists the CFO in preparation for the annual compilation and Corporate tax return, and works with the external accounting firm to ensure they receive timely and accurate financial reports and data
- Supports external audits (Insurance, Sales tax, IRS, etc.)
- Assists with the recording of fixed assets and inventory accounting
- Assists with the documentation and tracking of yearly capital expenditures
- Prepares monthly, quarterly and yearly reporting and analysis from information within AX as needed by the President
- Serves as a back-up to the Cost Accountant with respect to daily sales order invoicing
- Serves as back-up to the Payroll Clerk to process payroll as needed
- Learns and performs other critical functions in the sales process (sales entry, purchase orders, etc.) as needed
- Performs professional and other administrative duties as assigned by the CFO in addition to the above delineated responsibilities
- Performs as a Barney's Pumps team member

EDUCATION:

- Bachelor's degree in Accounting or related field required

WORK EXPERIENCE:

- At least 4 years related experience



SR ACCOUNTANT

SKILLS AND ABILITIES:

- Demonstrates excellent oral and written communication skills necessary to interact professionally with co-workers, all levels of management, customers, vendors and other third parties
- Proficiency in Microsoft Office Suite (specifically Excel including pivot tables) and experience with a Microsoft ERP computer system (i.e. Microsoft AX Dynamics or Great Plains, etc.) and or Epicor Prophet 21 preferred
- Ability to multi-task to ensure completion of projects
- Excellent analytical, accounting and organization skills
- Self-starter with the ability to take initiative with assignments
- Ability to work independently to meet objectives with minimal supervision