



09/19/2017

Job Title: **Accountant**

Shift: 1

Department: Finance

Location: Owatonna

Reports To: Accounting Manager

FLSA Status: Exempt

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### Position Purpose

- The accountant is responsible for applying generally accepted accounting principles and procedures to analyze financial information, prepare accurate and timely financial reports and statements and ensure appropriate accounting control procedures.

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### Essential Duties & Responsibilities

- Prepares general ledger entries, posting entries to proper accounts with documentation
- Responsible for maintaining monthly general ledger account reconciliations
- Prepare monthly financial system reporting and supporting schedules
- Assist in preparing annual budgets and forecasts
- Analyze information and options by developing spreadsheet reports; verifying information
- Recommends financial actions by analyzing accounting options
- Substantiates financial transactions by auditing documents
- Assist in external audit work by providing data as requested and working with auditors
- Maintains accounting controls by following and recommending policies and procedure
- Reconciles financial discrepancies by collecting and analyzing account information
- Prepare daily/weekly sales order reports for submission to upper management
- Maintains financial security by following internal controls
- Maintains customer confidence and protects operations by keeping financial information confidential
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies
- All other duties as assigned

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### Knowledge / Skills / Abilities

- Demonstrate good understanding of basic accounting practices
- Accuracy, attention to detail, good organization and strong math background
- Excellent written and verbal communication skills
- Intermediate to advanced Excel skills

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## Qualifications / Prior Experience

- Bachelor's Degree in Accounting or related field
- Two to three (2-3) years of experience

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## Work Environment / Other Requirements

- Must be able to use office equipment (scanner, printer, copier, telephone, and computer)
- Must be able to talk/hear/sit for prolonged periods of time
- Ability to lift up to 25 lbs on an occasional basis
- The work performed is conducted in a climate-controlled facility with moderate noise levels that are within OSHA Limits.

Qualified candidates: please submit resume to [ayule@amesburytruth.com](mailto:ayule@amesburytruth.com)