

Accounting Specialist II - B2B

compensation: **Salary: \$88-\$94k, Medical Benefits, Vacation/Sick Days**

employment type: **full-time**

We provide a business to business wholesaler and online retailer platform with over \$25 million in sales annually and have been growing steadily over the past 8 years. In this position you will take charge of the day to day accounting duties as an individual contributor; including basic financial statement preparation, account reconciliations, AR, AP, credit card reconciliations, sales tax returns, payroll and basic HR for approximately 90+ employees and growing. Solid knowledge of ERP programs, Online Payroll and audit preparation.

Essential Duties and Responsibilities:

- Manage the month-end close process, including the preparation and review of journal entries
- Manage the general ledger reconciliation process, including the preparation and review of reconciliations
- Manage the region's financial audit process, as applicable
- Develop and maintain procedural documentation for various accounting functions
- Train and supervise staff in accounting functions
- Implement and comply with internal accounting controls in accordance with the Corporate Controller Policies
- Collect appropriate data and prepares federal, state, and local reports as required
- May prepare and/or review property tax reports and special government reports
- Assist in reviewing and analyzing monthly financial statements and commentaries; in preparing budget schedules; preparing general and administrative budgets, involving General Manager and Operations Managers as necessary
- Design and maintains various required internal and external reports
- Ensure compliance with US Generally Accepted Accounting Principles (GAAP), federal / state wage and hour rules, and other applicable regulations and company policies
- Assist Group Controller in the rate process. Oversees the implementation of the rate order, which includes working with IT personnel to design, test and verify new structures in the system, and preparation of periodic reports to the City
- Perform special projects, such as analyzing various components of a company's activities
- May develop, maintain and update cost analysis models and customer bid analysis models
- May travel to various company locations
- Other duties may be assigned

Requirements:

- Bachelor's degree in Accounting or related field, or equivalent combination of education and experience. CPA or MBA preferred
- Minimum of 4 years related experience
- Previous supervisory experience with a proven ability to effectively motivate and mentor employees
- Expert knowledge of general accounting practices (GAAP) and related applications
- Working knowledge of financial analysis and theory
- Strong knowledge of Microsoft Excel, including but not limited to, formula calculations, pivot tables and other advanced analytical techniques
- Professional level written and verbal communication skills
- Ability to communicate well with all levels in the organization

- Ability to develop and deliver presentations
- Strong prioritization and analytical skills
- Project management experience
- Ability to work under pressure and under tight deadlines
- Disciplined with the ability to work in a remote environment
- Ability to work within multiple portals/Internet Savvy

Job Title: Accounting Specialist II

Operations Department: Finance

Supervisor: Yes -- Reports to: CFO -- Remote: Yes

FLSA Status: Non-Exempt EEOC Job Code: ASII

Salary: \$88,160-\$94,416 (DOE)