

SUNTREE SNACK FOODS

Job Description- Staff Accountant

Job purpose

The Staff Accountant will provide accounting support to major financial areas, including general ledger, financial reporting, cost accounting, accounts payable and accounts receivable.

Duties and responsibilities

- Support the month end close process with various calculations and preparation of journal entries
- Prepare financial analysis with explanations of transactions
- Maintain detailed reconciliations on balance sheet accounts
- Assist with maintaining fixed assets and depreciation schedules
- Prepare bank account reconciliations
- Prepare and maintain sales tax reporting requirements
- Provide financial support for various special projects including cost and margin analysis, internal/external audits
- Support accounts payable and accounts receivable functions
- Prepare and maintain accounting procedures

Qualifications

- Minimum of Bachelor's Degree in Accounting required with minimum of 1+ years related work experience
- Manufacturing experience preferred
- Superior organizational skills
- Strong experience with Accounting processes, software applications (QuickBooks, OMNI, etc.), and MS Office (Excel, Word)
- Excellent drive and initiative showing ability to meet deadlines and contribute positively to a team
- Able to work well in a small team environment
- Strong attention to detail
- CPA or CPA candidate preferred

If interested, please email your resume to: info@phoenix.alpfa.org