



Nelson Wood Shims

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Job Title: Staff Accountant

Department: Accounting

Reports to: Controller

Employee Status: Full-time

SUMMARY

The Staff Accountant will perform accounting assignments and prepare accounting statements and financial reports to support the tracking of the organization's assets, liabilities, profit and loss, and other related financial activities.

KEY REQUIREMENTS, SKILLS, & EXPERIENCE

- Associates degree in accounting or three years of related experience is required
- Excellent verbal and written communication skills
- Excellent organizational skills and attention to detail
- Knowledge of general financial accounting
- Understanding of generally accepted accounting principles
- Proficient with Microsoft Office Suite and accounting software.
- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.

DUTIES/RESPONSIBILITIES

- Performs general cost accounting and other related duties for the organization
- Prepares monthly reconciliations of balance sheet and income statement
- Reconciles bank accounts monthly
- Posts journal entries to general ledger as needed
- Allocates expenditures to correct accounts according to departmental procedures
- Provides support for the accounting manager and controller; gathers necessary information and documents as requested
- Files sales tax and GST forms and returns
- Willingness to research, investigate, and master new skills as needed
- Performs other related duties as assigned

CHARACTER TRAITS

Mission Statement: To produce quality products at a fair price, delivered on time in a clean and safe workplace where people care about each other.

- A servant's heart and a desire to contribute to the team and culture of the company
- Honest and trustworthy
- Drive to always improve the process
- Enjoys new challenges and opportunities
- Positive attitude
- Kind, compassionate, and gracious with co-workers
- Able to work well alone or in a group/team

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