

Bestbath General Ledger Accountant

Position Title: GL Accountant

Date Revised: 10/1/2021

Department: Accounting

Reports to: Controller – Accounting Manager

FLSA Status: Exempt

Salary Range: 55k-65k DOE

Job Summary:

The GL Accountant is responsible for preparing journal entries, reconciling accounts, assisting in AR collection and credit management, Sales and Use Tax, and ensuring data accuracy. Must be highly organized and able to manage multiple priorities and assignments at the same time. Working with financial documents, must display a high degree of integrity and professionalism. Works under general supervision of the Controller – Accounting Manager. Provides integral company wide support to the Accounting Department. Partners with all departments to help drive reporting, analytics, problem solving and compliance where accounting and finance principles and processes are concerned. Is a key internal resource to meet stakeholder's expectations, providing stellar customer support, and completing various account service activities for the Accounting Department.

Keys to Success

- Team Player: can effectively work with and communicate with customers, coworkers, and vendors in a professional, courteous, and succinct manner
- Attention to Detail: high level of accuracy, effective organizational skills, precise decision-making skills
- Problem Solver: can use multiple methods (both structured and informal) to solve a wide variety of problems that yield the most effective solutions to meet customer and company needs

Essential Duties & Responsibilities

- Create & maintain SOPs for Accounts Receivable and General Accounting duties
- Ensure compliance with internal policies
- Assist with daily AR tasks – payment collection & recording, customer credit management
- Maintain monthly balance sheet reconciliations
- Assist with month-end close – journal entries, account reconciliations, financial statement preparation
- Assist with year-end close – providing high-quality data to outside CPA for tax generation
- Ensure compliance with multi-state sales tax rules (using Avalara)
- Track data for KPI metrics to report out monthly
- Seek opportunities for improvement to support the company's LEAN initiative

Other Duties & Responsibilities

- Ad-hoc reporting as needed
- Performs other duties as assigned or needed
- Cross trains to serve as backup for AP & AR functions

Job Specifications

- 4-Year Accounting Degree and a minimum of 2-years' industry accounting experience
- Proven technical accounting background with high accuracy
- Must display an attitude of cooperation and the ability to work well with others
- Must have proficient verbal and written communication skills
- Position requires integrity in the performance of assigned tasks

Working Knowledge and Skills

- Must have conflict resolution, and organizational/time management skills
- Proficiency with Excel spreadsheets
- Strong analytical and problem-solving skills as well as good organizational skills

- Must be detailed oriented and have empathetic listening skills
- Must have demonstrated maturity and a high degree of follow through and professionalism
- Must be proficient with Microsoft Office, NetSuite, ADP, Laserfiche, and AvidXchange

Ability to

- Self-motivate and able to demonstrate good judgment and initiative, to understand, interpret and apply rules and policies
- Multi-task and prioritize tasks and work in a fast-paced environment and adapt to changes
- Work overtime as needed including weekends
- Work effectively with frequent interruptions in a team environment as a team player
- Make sound decisions and be able to maintain confidentiality and handle stressful situations
- Establish priorities, organize workload, and handle complaints skillfully and respectfully
- Communicate and deal with management, co-workers, and the public in a professional and positive manner
- Work and deal with a wide range of individuals from various ethnic and cultural backgrounds

Travel Requirements

- Travel is occasionally required
- Requires using own vehicle for transportation to meetings

Disclaimer

Must perform the essential duties and responsibilities, with or without reasonable accommodation, efficiently and accurately without causing a significant safety threat to self or others. The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skill required of all personnel so classified. This job description is not an employment agreement and/or an expressed or implied employment contract. Management has the exclusive right to alter this job description at any time without notice.

To comply with the Americans Disability Act (ADA), Best Bath Systems may make reasonable accommodations for qualified individuals with disabilities to enable them to perform the essential job functions.