



POSITION DESCRIPTION

Job Title: Staff Accountant Exempt
Department name: Finance Non-exempt
Manager: Controller
Work location: Billerica, MA

Job summary

Under the direction of the Controller, the Staff Accountant prepares payroll, prepaid and other balance sheet account reconciliation as well as maintains the general ledger. In addition, the Staff Accountant manages and creates reports as needed.

Essential duties and responsibilities

- Reconciliation of payroll, prepaid accounts, and other balance sheet accounts
- Maintains standard costing and related support work
- Reviews of daily cycle counts and monthly analysis
- Maintains the general ledger in ERP
- Creates monthly reports for variance analysis and management review
- Assists monthly audit schedule preparation including internal audit support
- Performs monthly tie-out of trial balance from subsidiaries
- Performs other related duties as assigned

Skills and knowledge

- Excellent time management, interpersonal, written and verbal communication skills
- Highly organized and be able to prioritize
- Must have highly analytical skills
- Able to speak Mandarin a plus
- Must be detail oriented
- Proficient in Microsoft Word, Excel, PowerPoint, and Outlook
- Knowledge of ERP systems preferably in Epicor

Education and experience

- Bachelor's Degree in Accounting/Finance
- Minimum 3 years of staff accounting experience