

## Job Description

**Job Title:** Staff Accountant  
**Department:** Corporate Office  
**Reports to:** Vice President Finance/Treasurer  
**FLSA Status:** Exempt  
**Effective date:** 03/21/2024

**Summary:** Responsible for all daily accounting tasks, including preparing tax documents and updating expense files. Perform financial transactions and post them in the general ledger, with strong attention to detail, carries out relevant administrative duties (e.g. responding to customers and vendors via email and handling invoices). Maintains confidentiality and integrity in the execution of all duties.

**Essential Duties and Responsibilities include the following:** Other duties may be assigned. Conducts and/or oversees accounts payable and receivable operations. Develops and implements record keeping systems, forms, policies, and procedures related to billing, processing payments, and other accounts payable and receivable activities.

### Accounts Receivable

- Determine credit status and approve customer order for shipping
- Respond to customer calls regarding price, proof of delivery or balance due
- Prepare deposits, Post A/R checks, scanning online for deposit
- Check online for credit card, wire payments, and ACH credits to bank account, post payments
- Run weekly A/R report, note A/R credits in NetSuites
- Contacts customers regarding invoices that were short paid or are past due

### Accounts Payable

- Respond to vendor calls regarding A/P

### Monthly Reporting

- Run month-end reports for all sites (Extrusion, Component, Gate)
- Reconcile credit card debits to bank accounts
- Calculate salesperson commissions
- Run Earthwise customer sales report for VP Finance/Treasurer
- Compile report of Ohio and Michigan sales for VP Finance/Treasurer
- Assist EVP/Treasurer with reconciliations
- Reconcile accounts to the General Ledger (cash in advance, accruals, prepaids, depreciable, A/R, A/P, and inventory default change)
- Run month-end final reports (sales journals, cash receipts, A/R, purchase journal, cash disbursements, aging payables, general ledger)
- Close the month in NetSuite ERP.

### Office Administration

- Maintain company credit cards, monitoring use by truck drivers or other authorized employees
- Backup support to Human Resources, Inventory Manager, Customer Service

The Staff Accountant is required to have knowledge of and ensure the following duties are satisfactorily performed primarily by staff and/or self as backup if necessary:

### **Accounts Receivable**

- Confirm pricing accuracy and determine freight charges
- Transfer packing slip data into invoice using NetSuite ERP.
- Email or mail invoice to customer, ensure invoices are properly filed
- Generate, fulfill and invoice scrap sales orders utilizing weight of parts and cost to reconcile
- Invoice container directs by entering correct piece count, receiving material, fulfilling order and invoicing customer

### **Process Invoice Returns from Customer**

- Produce sheet directing warehouse to repack returned materials
- Once repacked, use original part cost and weight to generate a return invoice to refund customer

### **Shipping**

- Produce freight logs for company trucks
- File copies of receipts and BOL for ODOT records, maintain driver folders
- Create freight logs for company trucks and provide to EVP/Treasurer

### **Accounts Payable**

- Confirm vendor purchase orders contain correct part number and pricing
- Attach packing slip, enter and post vendor invoices
- Obtain VP Finance/Treasurer and Operations Manager approval then file invoice
- Attach packing slip to component invoice, receive and post in NetSuite, enter and match invoices
- Run weekly A/P report, mark invoices to pay in NetSuites, run checks, attach invoice, obtain VP Finance/Treasurer signature, and mail to vendor

### **General Administration**

- Generate, fulfill and invoice scrap sales orders utilizing weight of parts and cost to reconcile
- Transfer materials from Main and Fab to Ohio Fence in NetSuites updating reports and spreadsheet entries
- Maintain price sheets and supply to customer, update prices or add new customer fixed prices to integration, email customer pricing beginning of each month, integrate new monthly prices, change ingot for fence monthly
- Assist with periodic auditors, running reports and providing records as requested
- Keep roll forward reports current
- Serve as point of contact to software company and IT representative

### **Supervisory Responsibilities**

This job has no direct reports but provides general oversight to Corporate Office staff with direction from VP Finance/Treasurer and executive management team.

### **Education and/or Experience**

Bachelor's degree in accounting, plus minimum of 3 years related experience and/or training; or equivalent combination of education and experience.

**Language Skills**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

**Mathematical Skills**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume; and apply concepts of basic algebra and geometry.

**Reasoning Ability**

Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**Computer Skills**

To perform this job successfully, an individual should have excellent use and knowledge of Microsoft Office Excel, Word, PowerPoint and Outlook. Must be very good with spreadsheets. Knowledge of ERP systems (preferably NetSuite software).

**Certificates, Licenses, Registrations**

Valid driver's license and safe driving record.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hand to finger, handle, or feel and talk or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand; walk and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and ability to adjust focus.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts; fumes or airborne particles; and outside weather conditions. The noise level in the work environment is usually moderate.