

## Job Description

<b>Job Title</b>	<b>Associate Accountant</b>
<b>Division</b>	Brooklyn Heights, OH
<b>Department</b>	Finance
<b>Reports To</b>	Senior Financial Analyst/Controller
<b>FLSA Status</b>	Exempt

**Summary:** Functions as a business support person to the operations, sales and financial management team, acting as a liaison with the management as required. Supports the preparation of accurate and timely financial reports and statements.

**Duties and Responsibilities** include the following. Other duties may be assigned.

1. Assist with Month-end, quarterly, and annual financial reporting, including effectively researching, tracking, and resolving accounting or documentation problems and discrepancies.\*
2. Compiles financial information to assist in the preparation of financial statements including monthly and annual audit.\*
3. Works with members of the finance team to ensure all reporting requests and deadlines are met.\*
4. Supports Controller's efforts for implementing and maintaining internal controls for operations, sales and finance.\*
5. Provide reliable, accurate, and timely support for all Accounting and Administration team, ensuring all reporting requests and deadlines are met.\*
6. Performs ad hoc product cost analysis to support operations.\*
7. Supports customer pricing by ensuring Lotus Notes database is maintained and provides pricing upon request.\*
8. Assume responsibility for establishing and maintaining effective communication and coordination with company personnel and with management.
9. Maintain office organization, files and cleanliness.

10. Cooperative team member and goal oriented, develops interpersonal relationships with team members and is respected for integrity.
11. Performs additional responsibilities per management to support a cross-functional operational management team.

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Language Ability:**

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.

**Math Ability:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**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 be proficient in Microsoft Office Applications, and have knowledge of inventory software; internet software and database software.

**Travel:**

Some out-of-the-area and overnight travel may be expected.

**Education/Experience:**

Bachelor's degree (B. A. / B. S.) from four-year college or university and 1-2 years of related work experience (preferred); or equivalent combination of education and experience in the area of Business, Finance, Economics or Accounting

**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 hands and talk or hear. The employee is frequently required to walk. The employee is occasionally required to stand;

reach with hands and arms and stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 20 pounds.

**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.

The noise level in the work environment is usually moderate.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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