

## JOB DESCRIPTION

**JOB TITLE:** General Ledger Accountant  
**DEPARTMENT:** Finance  
**REPORTS TO:** Controller  
**CLASSIFICATION:** Exempt

### General Summary:

Responsible for functions related to general ledger and journal entries, reconciliation and investigation with resulting recommendations for improvement or action while establishing positive relationships with manufacturing and support departments, reporting plant-wide costs, troubleshooting of system data, internal controls and business processes, as well as support of company and department goals.

### Essential Duties & Responsibilities:

#### Accounts Payable

- Reconciling and reviewing items on the "Received but not invoiced accrual".
- Reconcile Accounts Payable general ledger account to sub-ledger report at month end.
- Providing analysis of accounts when needed

#### Accounts Receivable

- Credit adjustment invoices.
- Control RMA Process from material in the door to credit invoicing
- Reconcile Accounts Receivable general ledger account to sub-ledger report at month end.
- Providing analysis of accounts when needed.

#### Fixed Assets

- Control our Fixed Asset system (BNA) with additions and disposals
- Reconcile the Construction In Process (CIP) account and compare to Budget/Capital Requests Approved.
- Capitalize completed projects and write-off disposals through a journalize entry

#### General Ledger

- Monthly entering of standard journal entries on an on-going basis
- Reconcile, investigate, and control all general ledger accounts for month end.
- Provide account analysis on an as needed basis.
- Perform monthly bank reconciliations
- Maintain and update monthly sub-ledger records for prepaids, fixed assets, accruals
- Perform accounts receivables and accounts payables reconciliations to General Ledger monthly
- Reconcile with intercompany sites monthly
- Assist with general ledger close monthly
- Prepare sales and use tax files to send to tax preparer monthly
- Assist in Forecasting and Yearly Budget process

#### General Responsibilities

- Maintain good working environment with communication with co-workers.

#### Reporting

- Assist and support management in ad-hoc reporting and analysis for month end and budget preparations.

#### Long term goals

- Assist in documenting all accounting processes into our ISO Documentation System.
- Assist in the Vista - Epicor system testing for software upgrade and improvements in processes.
- Contribute to continuous improvement and supports 6S initiatives.
- Perform all other duties as assigned.

