

## **Job Description Staff Accountant**

**Company/Location:** Kilwin's Quality Confections, Inc.

**Reports to:** Director of Finance

**FLSA Status:** Salaried/Exempt

**Date Last Revised:** September 2020

### **JOB SUMMARY**

The Staff Accountant will be responsible for preparing financial statements, interpreting accounting transactions, reconciling general ledger accounts, and providing timely and relevant analysis and reporting to management in a fast-paced environment. This position requires a solid knowledge of general accounting principles, excellent communication skills, and the ability to multi-task, use good judgment to prioritize, and meet deadlines.

### **ESSENTIAL FUNCTIONS**

1. Personally represents Kilwins Core Values, Core Purpose, Core Operating Standards, and Brand Promise.
2. Provide integrity, honesty and knowledge that promotes the culture, values and purpose of Kilwins Brand.
3. Responsible for Financial Statements for multiple entities, including analyzing account activity, recording journal entries, and reconciling the general ledger.
4. Responsible for collections and credit review including communication with Franchisees, coordination with internal operations team regarding processing orders, and processing ACH collections and cash receipts.
5. Process accounts payable from entering invoices to mailing checks and filing paid invoices.
6. Manage Company credit card requests, changes, and reporting.
7. Research tax law and rates in new jurisdictions, prepare returns, remit state sales taxes, and analyze tax accruals.
8. Responsible for preparation of monthly work papers to support financial statements and review and analysis of annual audit documentation.
9. Support franchisees by taking support calls regarding royalty submission, chart of accounts, importing day sheets, sales tax reports.
10. Manage accounting for store equipment and construction contracts, including invoicing, collections, working with Project Managers to maintain positive cashflow, and maintaining complete and accurate records to provide to franchisees and auditors.
11. Analyze franchisee financial statements and prepare summaries for annual reporting.
12. Work with, communicate with, and support other departments cooperatively and effectively.
13. Project accounting and support as requested using Excel, Word, PowerPoint, and Quickbooks.
14. Internal audit functions, including company store cash, manufacturing invoice discounts, and franchisee insurance.
15. May assist with physical inventory.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

1. Must be customer service oriented with a professional approach.
2. Ability to work well with others, be a good listener, and follow as well as give directions.
3. Ability to multi-task in a fast-paced environment.
4. Strong organizational skills, attention to detail, ability to prioritize and meet deadlines.
5. Accurate and efficient data entry.
6. Must read and speak English and have excellent written and oral communication skills.
7. Proficient with Excel and Word. QuickBooks experience preferred.

8. Ability to handle confidential and sensitive information.
9. Prompt and regular attendance.

#### **EDUCATION AND EXPERIENCE**

1. Bachelor's degree in accounting or related
2. CPA or CMA certification is a plus
3. 3 - 5 years relevant experience in accounting

#### **PHYSICAL REQUIREMENTS/WORK ENVIRONMENT**

1. Must be able to lift 30 pounds.
2. Must be able to use keyboard
3. Must be able to sit, stand and file

#### **OTHER DUTIES**

Please note this job description is not intended to cover a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Individuals may perform other duties as assigned including working in other areas to cover absences or to equalize peak work periods or otherwise balance the workload.