

## **ACCOUNTANT**

### **GENERAL**

- Work location: 1200 Priska Drive, Paso Robles, CA
- Full time position, Non-Exempt status
- The Accountant reports to the Controller and works in task-oriented teams

### **JOB DESCRIPTION**

#### **1. ACCOUNTING**

- Accounts Payable and Purchase Order processing for multiple companies
- Processing monthly expense reports
- Ensuring all expenses are recorded properly
- Answering questions related to vendor payments or procedures
- Monthly and quarterly sales tax preparation and remittance
- Reconciling bank accounts
- Preparing journal entries
- Maintaining certificates of insurance and W-9 documents for vendors
- Processing 1099's
- Continually improve systems and procedures to maximize efficiency

#### **2. FINANCIAL REPORTING**

- Preparing weekly 30 day cash flow forecast
- Preparing various month end reports
- Providing budget vs actual results to department managers
- Reconciling intercompany accounts for multiple companies
- Assisting with annual budgeting process and reforecasting
- Assisting with month end/year end closing and financial review
- Tracking company assets
- Assisting with product costing
- Additional duties as assigned

### **REQUIREMENTS**

- BS-degree in Accounting or Business
- 5+ years accounting experience
- Efficient and detail oriented
- Ability to multi task in a fast paced environment with accuracy
- Experience with Quickbooks required
- Advanced knowledge of Excel