

# **WALKER MANUFACTURING COMPANY**

## **JOB DESCRIPTION**

**POSITION** – Accountant

**DEPARTMENT** – Accounting

**SUMMARY DESCRIPTION** – This full-time accounting position reports to the Controller and is responsible for preparing the monthly general ledger close, balance sheet, income statement and regional financial statements for multiple affiliate companies. The Accountant is also responsible for maintaining the integrity and accuracy of the general ledger, including subledger to ledger reconciliations and account reconciliations.

**DUTIES AND RESPONSIBILITIES** (may include but are not limited to):

- Oversees daily transactions and communicates with remote office and/or retail store manager
- Monitors cash operating account and debt management for operational line of credit
- Maintains multi-state reportings and filings
- Assists in monitoring inventory control
- Reconciles corporate credit card
- Prepares and posts journal entries in Quickbooks accounting system for month-end close
- Prepares monthly financial statements in accordance with Generally Accepted Accounting Principles
- Assists in preparing supporting schedules for external auditors
- Supports Managers with a variety of accounting and reporting tasks
- Other duties as assigned

**MINIMUM QUALIFICATION REQUIREMENTS:**

- Bachelor's degree in Accounting
- 2-3 years of related experience, with proficiency in Quickbooks
- Ability to develop and maintain spreadsheets in MS Excel and Google Drive
- Maintains attention to detail, ability to problem solve and is self directed
- Ability to work in a team environment and collaborate with others
- Possesses high ethical standards and ability to work with confidentiality at all times
- Must welcome accountability and supervision
- Demonstrated history of reliable and consistent attendance

**Contact information:**

email resume to:

hr@walker.com