



JOB DESCRIPTION

JOB TITLE: Accountant
LOCATION: Sabina, OH

REPORTS TO: Controller

JOB SUMMARY: This position is responsible for assisting the Controller in creating accurate and timely financial statements and reconciling accounts. Ensure all activities are performed according to company policies and regulations and general accepted accounting principles. The Accountant reports directly to the Controller.

ESSENTIAL FUNCTIONS: (Note: The following list of essential functions is not exhaustive, and may be supplemented as necessary.)

1. Prepare accounting records, including financial statements and other financial reports, to assess accuracy, completeness, and conformance to standards defined within the department and other business entities and divisions assigned.
2. Create asset and construction in progress (CIP) books for each company and review data with CFO and Owner monthly, which includes every CIP account, aged trial balance, income and sales reports, purchases, and detailed asset reports.
3. Prepare various reconciliations, including intercompany and accounts payable, and identify discrepancies.
4. Assist Controller at month end with various financial statements and reports.
5. Prepare various journal entries to post in the General Ledger.
6. Compute, classify and record numerical data to keep financial records complete.
7. Conform with and abide by all regulations, policies, work procedures and instructions.
8. Participate in the month end physical inventory counts.

PERIPHERAL FUNCTIONS:

1. Perform all other duties as assigned.

ADDITIONAL COMMENTS: All employees of Premier Solutions are responsible for working toward the corporate mission and all quality goals of the organization. Confidentiality must be maintained at all times.

TIME ALLOTMENT TO WORK OBJECTS AND EQUIPMENT:

Office Equipment:

Computer/Printer and other miscellaneous office equipment

Telephone

HOURS PER DAY

6 to 8

As Needed

PHYSICAL REQUIREMENTS:

Mental/Visual (mind/eye/hand coordination)

Sitting

Standing/walking/stooping/kneeling

HOURS PER DAY

6 to 8

6 to 8

As needed

EDUCATION AND EXPERIENCE: Bachelor's degree in accounting or finance required. 2 years of accounting experience preferred.

SKILLS: Excellent written and verbal communication, attention to detail, leadership, accuracy, organizational, time management and computer skills are required. Strong familiarity with an accounting database, Excel and Word is optimal. Must be proficient with numbers and data and be a deadline driven self-motivator with the ability to work well in a team environment and independently. The ability to exercise independent thinking and judgement is preferred.

CERTIFICATIONS/LICENSE: Must have a valid driver's license.

We provide equal opportunities for women, minorities, veterans and individuals with disabilities