



ACCOUNTANT JOB DESCRIPTION

Position Title	Accountant
Reports to	Controller
Overall Responsibilities	Overall responsibilities include maintaining general accounting controls and processes in compliance with GAAP, active role in the monthly and annual financial reporting processes as well as the monthly and annual closing processes, preparation of journal entries to record activity, annual audit tax return work, and maintaining account reconciliations.
Key Tasks and Responsibilities	<ul style="list-style-type: none"> <input type="checkbox"/> Prepare asset, liability, and capital account entries by compiling and analyzing account information, document financial transactions by entering account information, and substantiate financial transactions by auditing documents and performing account reconciliations <input type="checkbox"/> Assist with monthly and annual closing processes via the preparation of journal entries <input type="checkbox"/> Assist in the annual audit and tax returns filings by preparing schedules/information requested by an outside CPA firm, and actively engage with the external auditors as needed <input type="checkbox"/> Assume an active role in the monthly and annual financial reporting process and identify inefficient procedures and suggest possible improvements to the current accounting and financial reporting processes <input type="checkbox"/> Drive change and improvement through deep understanding of processes <input type="checkbox"/> Maintain accounting controls by preparing and recommending policies and procedures <input type="checkbox"/> Assist with the monitoring and timely identification and compliance with evolving accounting guidance, perform research for new or changing initiatives/transactions, and make recommendations to ensure compliance with accounting standards <input type="checkbox"/> Maintain customer confidence and protect operations by keeping financial information confidential <input type="checkbox"/> Maintain financial security by following internal accounting controls <input type="checkbox"/> Perform miscellaneous accounting tasks, financial and profitability analysis and other special projects as assigned
Education and Experience	<ul style="list-style-type: none"> <input type="checkbox"/> Minimum BS degree in Accounting with 0-3 years accounting experience in a GAAP environment <input type="checkbox"/> Strong Microsoft Office experience – Excel, Word & Outlook <input type="checkbox"/> Must have experience in or desire to learn advanced Excel features <input type="checkbox"/> CPA is preferred <input type="checkbox"/> Microsoft Dynamics GP experience a plus <input type="checkbox"/> This role requires the demonstrated ability to apply technical accounting and time management skills in order to achieve established goals and meet recognized deadlines <input type="checkbox"/> Multi-facility experience a plus
Specific Skills and Attributes	<ul style="list-style-type: none"> <input type="checkbox"/> Ability to build and maintain good relationships cross functionally throughout Milk Source to both provide support and obtain information needed to fulfill the finance team vision <input type="checkbox"/> Strong planning and organizational skills with an ability to manage several diverse projects simultaneously, effectively and efficiently <input type="checkbox"/> Ability to resolve complex problems positively and professionally in a fast-paced environment <input type="checkbox"/> Attention to detail, including quality and information monitoring <input type="checkbox"/> Strong analytical agility, problem solving and decision-making skills <input type="checkbox"/> Excellent oral and written communication skills <input type="checkbox"/> Ability to facilitate and manage change <input type="checkbox"/> Results driven with strong initiative and commitment to achieve results that support organizational objectives through creativity and innovation <input type="checkbox"/> Maintain strict confidentiality

To apply please contact or send resumes to:

Milk Source, LLC – Ryan Knorr – Director of Human Resources

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