



Staff Accountant

Position Purpose: This position is responsible for providing management with financial information by researching and analyzing accounts; processes financial transactions.

PRIMARY DUTIES AND RESPONSIBILITIES:

- Prepare standard monthly closing journal entries for all Companies
- Perform monthly bank reconciliations for all Companies
- Regularly maintain detailed reconciliations of all General Ledger balance sheet accounts
- Report month-end sales by customer for all Companies
- Assist in the preparation of monthly financial statements
- Assist in analyzing actual operating results compared to forecast and prior period
- Assist in external reviews and audits
- Maintain confidentiality in business materials and matters discussed
- Coordinate with other accounting members within Accounting Department to cross train in order to gain an understanding of other accounting functions
- Perform other administrative and accounting duties as assigned by Controller

QUALIFICATIONS: Education:

- Must have Bachelor's Degree or equivalent from four-year college and 1 - 3 years of related experience and/or training; or equivalent combination of education and experience.

Skills/Abilities/Requirements:

- Advanced computer skills in Microsoft Office and ERP system experience preferred
- Excellent written and verbal communication skills
- Ability to define problems, collect data and establish facts
- Ability to balance multiple priorities and assignments
- Desire to continue professional learning
- This job operates in a professional office environment and routinely uses standard office equipment such as computers, phones, photocopiers and filing cabinets

COMPANY OFFERS COMPETITIVE PAY AND BENEFITS

- Medical, dental, prescription, vision, life and disability insurance
- Comprehensive wellness program with incentives
- 401(k) profit sharing plan
- FSA (Flexible Spending Account)
- Employee assistance and travel assistance programs
- Paid holidays and PTO

Send resume to jobs@doublehplastics.com or fax to: 215-394-4098