
Reports to: Accounting Manager

Department: Finance

Classification: Exempt

Effective Date: December 21, 2022

Job Summary:

The Staff Accountant will support the Finance function directly to ensure that financial resources are recorded and reported accurately to meet the needs of the organization. This position reports to the Accounting Manager and will also work closely with the CFO, HR, and cross-functional managers across the organization. Also, this individual will act as primary liaison with our external CPA firm in coordination of audit activities, including but not limited to physical inventory procedures. Furthermore, the role will interface regularly with the external property management team supporting the building and King ownership in support of the company's related party entity transactions.

Essential Functions:

- Responsible for the proper and timely recording of financial transactions in the general ledger in accordance with generally accepted accounting principles to ensure accurate, timely and meaningful reporting and protection of corporate assets
- Analyze account transactions, prepare account reconciliations, resolve reconciling items utilize thinking & problem-solving skills, and prepare accounting statements and reports
- Act as liaison with external auditors to ensure that financial statements are prepared in accordance with generally accepted accounting principles
- Lead the physical inventory observation effort on behalf of Finance to satisfy the audit requirements
- Ensure that process documentation of key internal controls exists and is properly functioning
- Develop the accounting records for the company's related party entity and ensure that such records are maintained and updated regularly
- Manage the company's intercompany transactions and prepare monthly reports
- Drive efforts to improve internal controls and accounting policies & procedures
- Lead change, dealing with ambiguity and provide creative solutions and influence multi-discipline teams with data, analytical reasoning, and strong influencing skills
- Other duties as assigned

Job Qualifications:

- BA/BS in Accounting or equivalent experience
 - Minimum of 2 years' experience preferred
 - Strong understanding of generally accepted accounting principles
 - CPA and/or public accounting experience is a plus
 - Experience with ERP and Power BI software is a plus
 - Proficient in Excel and PowerPoint
 - Ability to operate in a highly focused, entrepreneurial environment with expectation to challenge and influence business decisions based on data driven analytics
 - Must be a self-starter who thrives on taking ownership over work and responsibilities
 - Outstanding interpersonal and communication skills
 - Detail oriented with strong analytical and problem-solving abilities
 - Collaborative team player
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- Proven record to meet critical deadlines and handle a diverse workload
 - Embrace and foster company values of Integrity, Excellence, People Chemistry, Golden Rule, Courage and Servant-Leadership
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