

Reports to: Controller

Department: Finance

Classification: Exempt

Effective Date: October 5, 2026

Job Summary:

The Staff Accountant supports accurate and timely financial reporting through general ledger accounting, account reconciliations, inventory accounting, and internal control activities. This position partners directly with Operations and Finance to support physical inventory, monitor inventory-related accounts, assist with cost and manufacturing variance analysis, and resolve accounting discrepancies. The Staff Accountant reports to the Controller and contributes to month-end closing, audit support, process improvement, and the maintenance of accounting policies and procedures.

Essential Functions:

- Support monthly, quarterly, and annual close activities, including preparation of journal entries, account reconciliations, financial analysis, and supporting schedules.
 - Record assigned financial transactions accurately and promptly in the general ledger in accordance with U.S. GAAP and established company policies.
 - Prepare assigned balance sheet account reconciliations, investigate reconciling items, and ensure items are resolved or appropriately escalated.
 - Prepare bank reconciliations monthly.
 - Maintain capital expenditure schedules and fixed asset listing, including progress payments, asset placement, updates, and depreciation.
 - Support physical inventory counts and cycle-count activities, including Finance observation, reconciliation, documentation, and follow-up on discrepancies.
 - Support inventory costing activities and maintain assigned inventory, work-in-process, and related general ledger accounts.
 - Analyze inventory, work-in-process, purchase price, and manufacturing variances and partner with Operations and Finance to identify and explain significant drivers.
 - Partner with operations and business enablement on inventory transactions, production activity, bills of material, and other cost-accounting data that affect financial results.
 - Prepare operational and financial reports and communicate significant errors, trends, and unusual variances to the appropriate stakeholders.
 - Maintain process documentation and perform or support testing of key internal controls within assigned accounting processes.
 - Assist in maintaining the accuracy and integrity of financial and inventory data within Syteline.
 - Prepare schedules and support documentation for external audit requests.
 - Identify control gaps and process inefficiencies and recommend practical improvements to accounting procedures and system workflows.
 - Maintain organized and complete accounting documentation in accordance with company record-retention requirements.
 - Perform other duties and special projects as assigned.
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Job Qualifications:

- Bachelor's degree in Accounting or a related field.
- Minimum of 3–5 years of relevant experience required.
- Working knowledge of U.S. GAAP, general ledger accounting, journal entries, and account reconciliations.
- Experience with standard inventory costing methods and Bill of Materials building and routing.
- Experience with Syteline ERP and Power BI software is a plus.
- Proficient in Excel and PowerPoint
- Ability to operate in a highly focused, entrepreneurial environment with the expectation to challenge and influence business decisions based on data-driven analytics
- Must be a self-starter who thrives on taking ownership over tasks and responsibilities
- Detail-oriented with strong analytical and problem-solving abilities
- Collaborative team player
- Proven record of meeting critical deadlines and handling a diverse workload
- Embrace and demonstrate our company values of Excellence, Courage, Selflessness, Integrity, and Safety.

Compensation:

- Estimated annual base salary range: \$70,000 – \$78,000
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