

M G. NEWELL CORPORATION

JOB DESCRIPTION

JOB TITLE: Staff Accountant

DEPT: Accounting

Reports to: Accounting Manager

PRIMARY PURPOSE:

The primary purpose of this job is to provide accounting functions for the company.

JOB DUTIES:

- Assist with month and year end general ledger closings
- Assist with preparation of financial statements
- Reconcile general ledger accounts and prepare journal entries
- Prepare and file sales, property, CAT and other tax returns
- Research sales tax requirements
- Prepare and file state annual reports and local/state license returns
- Responsible for Fixed Asset and depreciation schedules
- Administer Motus Vehicle Reimbursement Program
- Administer H.S.A. Bank account
- Assist with year-end audit and annual general insurance renewals
- Assist with preparation of Annual Plan
- Manage customer web portals
- Back up for Accounts Payable and Accounts Receivable
- All other duties as required.

Requirements:

- Associate Degree in Accounting required; Bachelor's Degree in Accounting is preferred
- 3 or more years of experience in general accounting
- Experience with Microsoft® Word and Excel and ERP systems experience is required; Microsoft Dynamics NAV experience is highly desired

Benefits

Founded in 1885, M.G. Newell Corporation has a long-standing reputation in the marketplace for providing sanitary processing solutions from start to finish. This position has a base salary and excellent benefits package. Benefits include medical, dental, vision, 401K and more. We are an Equal Opportunity Employer.