

M G. NEWELL CORPORATION

JOB DESCRIPTION

JOB TITLE: Senior Staff Accountant

DEPT: Accounting

SUPERVISOR: Accounting Manager

PRIMARY PURPOSE:

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

JOB DUTIES:

- Run monthly and year-end G/L system closing processes and reports
- Assist with preparation of financial statements
- Reconcile general ledger accounts and prepare journal entries
- Perform bank reconciliations
- Prepare and file sales, property, CAT and other tax returns
- Research and perform sales tax requirements for registrations and rate updates
- 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
- Payroll backup
- Manage and reconcile company credit cards
- All other duties as required.

Required Skills, Education and Requirements:

- Bachelor's Degree in Accounting required
- Minimum 3-5 years of experience in accounting or related field
- Strong attention to detail and accuracy
- Organized and time management
- Ability to effectively communicate with various departments and management
- Ability to handle multiple projects simultaneously
- Excellent oral and written communication skills
- Office 365 (Excel, Word, PowerPoint, Outlook) required
- Multi-state Sales Tax experience preferred

- Distribution and/or Construction industry experience preferred
- Microsoft Dynamics NAV or Business Central experience a plus

M. G. Newell Corporation has been in business for over a century providing sanitary process components and integrated process systems to the food, dairy, citrus, beverage, pharmaceutical and personal care industries. With divisions in Greensboro, North Carolina; Louisville, Kentucky, and Nashville, Tennessee, our services extend to the Mid-West, MidAtlantic, and Southeastern United States.

M.G. Newell is an Equal Opportunity employer and will consider all qualified applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, protected veteran status, or disability status.

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