



North American Interconnect Job Description

Job Title: Staff Accountant

Department: Finance

Location: Troy, MI **OR** Scottsdale, AZ

Reports To:

FLSA Status: Exempt

Summary: Staff accountants should possess solid communication, technology, organizational and analytical skills. Companies hiring staff accountants generally look for at least three years' experience, along with a bachelor's degree in accounting or finance by performing the following duties.

Duties and Responsibilities include the following. Other duties may be assigned.

1. Reconciling sub-ledger to general ledger account balances and other balance sheet account reconciliations.
2. Assist in preparing financial statements
3. Budget and Forecast variance analyses
4. Assisting in the design and preparation of budgets and forecasts for review by management*
5. Intercompany accounting and reconciliation
6. FX accounting as it relates to translation of balance sheet accounts
7. Assist Accounts Receivable department with various AR tasks.
8. Preparation of various state tax filings
9. Assist accounting team with annual audits.

Supervisory Responsibilities:

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Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Language Ability:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

*Essential Function

Math Ability:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Education/Experience:

5+ years' experience in general or tax accounting
Bachelors in Accounting
Manufacturing experience a plus
Experience with computerized ledger systems

Computer Skills:

To perform this job successfully, an individual should have knowledge of Microsoft Word, Microsoft Excel, Microsoft Office Suite, Paychex Flex, and common internet browsers.

Certificates and Licenses:

Accreditations such as certified public accountant (CPA) or certified management accountant (CMA) are preferred.

Equipment:

- Standard office equipment

Knowledge, Skills, and Other Abilities:

- Ability to interface effectively with associates, vendors and customers.
- Organized, detail oriented and experience creating/ maintaining customized Excel spreadsheets
- Ability to manage multiple tasks simultaneously
- Customer service skills
- Reliability
- Positive attitude
- Honesty
- Organization
- Planning skills
- Professionalism
- Time management
- Ethical
- Great communicator
- Team player and teamwork focus
- High emotional intelligence
- Confidentiality
- Respect of all individuals
- Assertive, not aggressive
- Relationship building
- Awareness of body language and non-verbal's
- Trusting, but understands the need to verify as well
- Ability to work in a calm and focused demeanor
- Professionalism in actions, speech, and dress.
- Detail-Oriented

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee may be exposed to outdoor weather conditions, toxic or caustic chemicals; risk of electrical shock and vibration.

The noise level in the work environment is usually moderate.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands; reach with hands and arms and talk or hear. The employee is frequently required to climb or balance and stoop, kneel, crouch, or crawl.