

Job Description

Staff Accountant – Cumar, Inc., Everett, MA

Cumar Inc., an established leader in high end marble, granite and other natural stone fabrication and installation, is looking for a Staff Accountant

Position Overview

The Staff Accountant will be an integral and highly visible member of the Finance team, assisting the CFO and Vice-President in managing aspects of the Company's financial processes and will play a key role in administrating the accounting close process.

The Staff Accountant will have responsibilities associated with maintaining proper accounting records by accurately and effectively classifying, preparing, recording and verifying financial data in a multi-entity environment. The Staff Accountant will work closely with the CFO and other members of the Finance Department and operational teams.

Responsibilities:

- Prepare, review & edit accounts receivable invoicing
- Assist with the month-end close process preparing monthly general ledger journal entries including payroll, depreciation, accruals, prepaid expenses, reclassifications, and other standard entries, including financial statement preparation
- Maintain balance sheet account reconciliations including cash and fixed assets
- Play a key role in the year end close process including preparing annual audit schedules with support and interface with auditors
- Reviews general ledger account activity with Controller to ensure account balance accuracy and prepare account analysis for senior leadership including monthly metrics
- Performs budget assistance and cost management analysis which will drive pricing changes and help guide the company's strategic direction
- Assist with inventory accounting, sales tax, Asset based lending and financial systems administration
- Ad-hoc reporting and special projects as required by Senior Management.

Qualifications (Skills, Knowledge & Abilities):

- A degree in accounting, financing or business followed by 1-3 years' experience in an accounting environment, or equivalent combination of education and experience.
- Effective communication skills, both oral and written

- Ability to organize and prioritize work, strong time management skills.
- Demonstrated ability in word processing and spreadsheet software use, including Microsoft Office products, good Excel skills required, QuickBooks, accounting software, e-mail, etc.
- Ability to handle confidential information such as financial records and salaries
- Ability to work independently and solve routine problems
- Exposure to basic GAAP & Accounting principles, standards and practices
- Ability to work collaboratively across functional teams
- Attention to detail and accuracy

Full-time position

Competitive Salary based on experience

Company benefits include health, dental and vision coverage and Paid Time Off

Job Type: Full-time