



Title: Staff Accountant
Reports to: TBD
Status: Full-time, Exempt
Location: Bannockburn, IL

The Staff Accountant is responsible for performing the month-end close while following established accounting principles, practices and procedures to ensure accurate and timely financial statements. This position addresses tight deadlines and a multitude of accounting activities including general ledger preparation, financial reporting, and year-end audit preparation.

Duties & Responsibilities:

- Responsible for creating journal entries and entering into JD Edwards's system
- Analyze revenues and expenses to ensure appropriate recording on a monthly basis
- Assist in the completions of the month end close for the organization
- Conduct monthly Income Statement and Balance Sheet account reconciliations
- Prepare inter-company and bank reconciliations
- Work with management on financial statement review
- Resolve accounting discrepancies and irregularities
- Maintain fixed asset database and reconcile sub-ledgers to GL. Post Depreciation.
- Ad hoc reporting and analysis
- Assist with the year-end audit
- Other projects as assigned

Professional Qualifications:

The successful candidate will have a demonstrated history of success in accounting and accounting- related positions. Key attributes and skills include:

- Bachelor's Degree in Accounting
- Strong understanding of GAAP
- One to three years relevant work experience
- Experience in consumer package goods industry is preferred
- Intermediate/advanced MS Excel skills (such as vlookups and pivot tables) and technical ability
- Experience in ERP environments (JD Edwards preferred) and Quickbooks
- Use to fast paced/high volume environment

- Highly detail oriented and organized in work
- Strong work ethic
- Ability to work and communicate productively with colleagues and Senior Management

Compensation and Benefits

The Company offers a comprehensive, competitive compensation package for the successful candidate. Highlights include:

- Generous group benefits package including:
 - 401(k) plan with Company match feature
 - Health, dental, life and vision, and disability insurance
 - Tuition reimbursement
- Vacation and personal days