

CAREERS IN CORRUGATED: ACCOUNTANT

Executive summary:

Accountants are responsible for the processing of bills, payables and receivables, sales orders and other operational accounting tasks.

Accountant responsibilities:

- Review all bills for payment; match purchase orders with invoices
- Ensure that bills are approved and authorized
- Maintain fixed asset and depreciation schedules
- Review account bills of lading and sales orders for processing
- Prepare audit schedules; reconcile bank accounts and ledgers
- Enter shipments into accounting system and maintain related records
- Apply cash receipts to customer accounts
- Process customer credit applications; maintain credit files
- Make collection calls
- Assist Controller with credit insurance
- Assist Controller in preparing tax and government reports
- Evaluate inventory and material costs at period end
- Calculate and change estimating system
- Assist Controller in preparing annual budget
- Assist in preparing financial reports

Leadership skills required:

- Demonstrated accounting ability
- Superior time management skills
- Excellent listening skills; ability to provide positive and corrective feedback
- Professional appearance

Accountant skill sets:

- Good communication skills; able to speak effectively to customers, employees, managers
- Computer literacy; knowledge of all major software packages, including accounting software
- Ability to read and interpret financial statements, professional journals, business periodicals, and procedure manuals
- Ability to write reports, correspondence
- High-level math skills: ability to calculate discounts, interest, commissions, proportions, percentages, area, volume
- Excellent reasoning skills; ability to solve practical problems; ability to interpret oral, written or graphical instructions

Accountant education/ experience:

- College degree with an emphasis in accounting or finance
- Four years' general office experience
- Proven ability to solve accounting problems, balance bank statements and reconcile general ledger accounts

Preferred candidates have:

- Bachelor's degree in accounting or finance
- Experience in manufacturing environment
- Competency in software use; especially accounting software
- Experience in cost accounting