



### **Staff Accountant**

**The Company:** Advantage Sales and Marketing, LLC (ASM) is one of North America's leading sales and marketing agencies specializing in outsourced sales, merchandising, category management and marketing services to manufacturers, suppliers and producers of food products and consumer packaged goods. ASM services a variety of trade channels including grocery, mass merchandise, specialty, convenience, drug, dollar, club, hardware, consumer electronics and home centers. We bridge the gap between manufacturers and retailers, providing consumers access to the best products available in the marketplace today.

**The Position:** The Staff Accountant is responsible for preparing company financial statements in conformity with General Accepted Accounting principles for assigned offices within designated region. This person works closely with all Regional Accounting personnel and office Senior Management.

#### **Key Responsibilities:**

##### 1. Regional Office Operations

- Contributes to team effort by promoting cooperation and service to internal customers
- Assists with maintaining regional accounting records by complying with the company records retention policy

##### 2. General Ledger and Accounting Cycle

- Ensures accurate financial results by preparing the financial data for the closing of the monthly and annual accounting cycles
- Documents financial transactions by entering account information into General Ledger

##### 3. Financial Data Analyzes

- Protects the Company's financial assets by reconciling the company's bank accounts to the General ledger and preparing journal entries
- Summarizes current financial status by collecting information preparing spreadsheets and reports
- Substantiates financial transactions by auditing documents

##### 4. Financial Statements

- Creates accurate financial documents by producing preliminary financial statements to be reviewed by applicable regional accounting management

## 5. Forecasting and Budgeting

- Provides guidance for creating forecasts and budgets to operations management by collecting analyzing and summarizing account information and trends

### **Qualifications:**

- Bachelor's degree in Accounting, Finance, or equivalent applicable work experience
- Minimum 3 - 5 years accounting experience in a corporate or division accounting department
- Required to assist in AR/AP capacity when needed
- Job Costing experience beneficial
- Excellent interpersonal and organizational skills
- Excellent time-management skills with demonstrated ability to work with multiple projects and deadlines
- Good oral and written communication skills
- Intermediate or advanced PC skills. This includes a strong understanding of spreadsheets (Excel), word processing (Word), and presentation application software (PowerPoint)
- Flexible schedule with ability to work evenings and weekends if necessary
- Requirements of vision, hearing, written, and verbal communication skills
- Ability to travel

**Laurie Henderson , Talent Acquisition**

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*Principals only please*

***Advantage Sales and Marketing, LLC is an Equal Opportunity Employer and values workplace diversity.***