



**Title:** Staff Accountant  
**Reports to:** Accounting Manager  
**Department:** Accounting and Finance – Charlotte, NC  
**Prepared By/Date:** Cristin Smith, Accounting Manager, August 2019

**Summary:**

The Accounting Coordinator, serves as an important member of the Accounting and Finance team, will report to the company's Financial Controller and work with the accounting team and others in the organization. This person's primary responsibilities include managing and monitoring transactional accounting, financial reporting and analysis.

**Essential Duties and Responsibilities:**

**Accounts Receivable**

- Processing, verifying, and posting receipts for goods sold or services rendered.
- Researching and resolving account discrepancies.
- Processing and recording transactions
- Maintaining records regarding payments and account statuses.
- Obtaining information from other departments to ensure records are accurate and complete and that accounts receivable ledgers and journals are up to date

**Accounts Payable**

- Manage Vendor Relationships
- Accounts payable data entry – invoices, credit memos, statement reconciliation
- Handling vendor payments in an organized and timely manner.
- General ledger journal entries and credit card and bank account reconciliation
- Expense report handling

**General Accounting Duties**

- Maintain certain spreadsheets for monthly reporting and analysis;
- Assist with preparing the monthly financial reporting package;
- Assist with the annual budget development process and external audit;
- Assist with any other general accounting and bookkeeping duties as required.

**CANDIDATE REQUIREMENTS & COMPETENCIES:**

- Strong verbal and written communication skills
- Energetic and enthusiastic attitude
- Attention to detail
- Multi-tasking capabilities
- Ability to maintain a positive and respectful demeanor always

- Ability to work both independently as well as within a team environment
- 4-year Accounting Degree or 2-year associate degree and 5 years' experience in corporate accounting management
- Experience with Oracle's NetSuite accounting software is favorable.
- Microsoft Office products knowledge and proficiency is required
- Strong experience with MS Excel required

**COMPENSATION**

- Salary commensurate with experience (\$50,000 - \$55,000)
- Standard corporate benefit program including paid-time-off, group health and dental insurance, 401(k) matching, etc.

To apply, please contact: [resume@outdoorlivingbrands.com](mailto:resume@outdoorlivingbrands.com)