



## POSITION DESCRIPTION

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**POSITION TITLE:** Accountant-3

**DEPARTMENT:** Finance

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### REPORTING RELATIONSHIPS

**FLSA Status:** Non-Exempt

**POSITION REPORTS TO:** Accounting Manager

**POSITIONS MANAGED:** None

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### POSITION PURPOSE

This individual is responsible for general accounting and finance duties. Responsibilities specifically focus on maintaining accurate general ledger accounts and ensuring compliance. This individual is also responsible for protecting the organizations values by keeping information confidential. This person will also assist with the annual audit and be responsible for contributing to a positive team atmosphere.

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### PERSONAL ATTRIBUTES & QUALIFICATIONS:

#### QUALIFICATIONS AND EDUCATION REQUIREMENTS:

1. BA/BS Degree in Accounting is required
2. Must have 5-7 years comprehensive accounting experience including preparing and maintaining account reconciliations
3. Self-motivated, strong desire to learn and have a positive attitude
4. Professional demeanor and willingness to help others
5. Extensive Excel experience working with complex formulas and ability to create and maintain meaningful and accurate spreadsheets
6. Accounting and tax research experience required
7. Detail oriented, well organized and able to work independently with minimal supervision
8. Process improvement experience required
9. Tax depreciation accounting experience preferred
10. Adaptable to change and able to function well in a team environment
11. Able and willing to work necessary hours to meet all project deadlines & travel when necessary.

### JOB DUTIES:

1. Prepare, improve and maintain monthly balance sheet reconciliations (cash, prepaids, other assets and liabilities, etc.)
2. Assist with month-end closings and journal entry preparation
3. Respond to questions and requests from internal and external customers in a timely and professional manner

Accountant

4. Assist with year-end audit by compiling requested supporting documentation
  5. File monthly Sales and Use tax returns
  6. Process online quarterly estimated income tax payments
  7. Maintain capital assets sub-ledger and related accounting
  8. Record bi-weekly payroll transactions
  9. Perform reasonableness and completeness analyses
  10. Support Accounts Payable function as needed
  11. Assist Manager with financial reporting process documentation to strengthen internal controls over financial reporting
  12. Maintain confidentiality over financial information
  13. Other Duties- Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.
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## CORE COMPETENCIES

1. **Professionalism** - Upholds organizational values, demonstrates sound business ethics, works with integrity and ethically in all situations and treats others with respect and consideration at all times regardless of their status or position. Accepts responsibility for actions, reacts well under pressure, follows through on commitments, and demonstrates consistency between words and actions.
2. **Diligence** –Perseveres in accomplishing tasks or objectives and maintains a sense of urgency about getting results.
3. **Customer Orientation** – Views the organization through the eyes of the customer, anticipates and meets customer needs, responds promptly, and effectively manages difficult situations
4. **Develop Relationships** – Builds and maintains relationships that incorporate cooperation, trust, and respect.
5. **Attention to Detail** – Completes work in a thorough and complete manner, provides detailed information, and tracks details at all times.
6. **Active Communications (Verbal, Written, Listening Skills)** – Clearly expresses ideas, information, and concerns both verbally and in written format in both positive and negative situations. Actively listens, offers full attention when others speak, gives verbal and nonverbal cues of interest, asks questions for clarification, and paraphrases to ensure understanding. Actively seeks and disseminates information from and to a variety of sources, accepts responsibility for ensuring that people have the current and accurate information needed for success, and asks questions to open channels of communication. Demonstrates group presentation skills, presents information and numerical data effectively, and actively participates in meetings.
7. **Responsiveness** – Takes action to meet the needs of others, responds timely without supervision, and minimizes delays.

8. **Productivity** - Meets or exceeds productivity standards, completes work in timely manner, and strives to increase productivity.
9. **Composure** – Maintains emotional control even under ambiguous or stressful circumstances, including unrealistic expectations, pressing time demands, frustrations, or interpersonal conflict. Demonstrates emotions appropriate to the situation, focuses on solving conflict, and continues performing steadily.
10. **Problem Solving & Decision Making**– Able to identify problems, solve them, and show good judgment by isolating causes from symptoms, gathering information from a variety of sources, compiling information and solutions.

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Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### PHYSICAL DEMANDS

1. Must be able to remain in a stationary position 75% of the time.
2. Must be able to bend, climb stairs, and continuously stand or walk 25% of the time.
3. Must be able to occasionally move within the office to access file cabinets, office machinery, etc.
4. Must be able to lift 10-20 pounds (for example: packages, copy paper boxes, etc.)

#### WORK ENVIRONMENT

1. Generally, works in an office environment but may occasionally be required to perform job duties outside of the typical office setting.
2. This position regularly requires large amounts of time to be spent using and viewing computer screens and equipment, which generally entails regular and repetitive motions.
3. May occasionally be exposed to fumes, airborne particles, or chemicals. All safety procedures should be adhered to in each of these situations.

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#### SIGNATURES

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This job description has been approved by all levels of management.

**Manager Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Human Resources Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

The employee signature below constitutes the employee's understanding of the requirements, essential functions and duties of the position.

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Bona US is an at-will employer. Therefore, both the employee and the employer retain the option of ending the employment relationship with the Company at any time, with or without notice or cause. Neither this document nor any other oral or written representations may be considered a contract for any specific period.

Accountant