

**Job Title - Staff Accountant**

The Staff Accountant is responsible for all aspects of accounting including but not limited to management or performance of the following roles:

- All payroll and payroll tax filing and payment functions
- Accounts Payable management (we have an A/P assistant)
- Invoicing, Accounts Receivable, and collections
- All bank statement and balance sheet reconciliations
- Monthly soft-close and quarterly hard close activities
- Oversight of all company insurance, both business liability and employee health
- Financial oversight of inventory

**An ideal candidate will have:**

5 Years + experience in all the following:

- QuickBooks Enterprise Edition
- A/R
- A/P
- Payroll
- General Journal Entries
- Inventory
- Excel - high level of proficiency
- Business Insurance management
- Balance Sheet Account Reconciliations
- Bank Statement Reconciliations

**Job Essential Skills & Experience:**

- Previous experience as an accountant with full accounting and some management responsibilities
- Solid written and verbal communications
- Construction and/or Manufacturing Experience a big plus

This position includes a competitive salary plus full benefits including paid medical and dental, vacation & PTO days and 401K matching.

Download an application for the above position [here](#).

Please complete and email the application along with your resume to [info@roofscreen.com](mailto:info@roofscreen.com)