

## **POSITION**

General Accountant

## **POSITION DESCRIPTION**

This position reports to and works closely with the Controller in the overall operations of the Finance / Accounting Department functions; this includes accounting, budgeting, recording, and reporting of financial transactions. Lyco is looking for a candidate with a background in general accounting that is looking to grow their knowledge and expand on their responsibilities in the near future.

## **PRIMARY RESPONSIBILITIES**

Initial Responsibilities in the first 6-18 months (General Accountant):

### **Accounts Payable Backup:**

- Process Accounts Payable purchasing and manual invoices
- Process vendor returns and credits
- Pay Vendors/ Weekly check run

### **Accounts Receivable Backup:**

- Process Accounts Receivable parts invoices
- Process customer returns and credits
- Learn the down payment invoicing process for machines
- Deposit checks for customer payments via remote website
- Apply customer payments to invoices

### **General Accounting Duties:**

- Month-end journal entries
- Month-end reconciliations
- Sales & Use Tax reporting
- Review the Age Receivables monthly and follow-up with emails to customer when needed
- Balance Advance Receipts account
- Create month end sales reports

### **Other Duties:**

- Learn the Costing review process
  - ExpenseWire reporting
  - Other duties as assigned
- \*\*Responds to management inquiries and provides information within the area of assignment in an efficient and timely manner

## **QUALIFICATIONS:**

- Bachelor's Degree in Accounting/Finance preferred and three (3) years of progressively responsible accounting or finance experience. An equivalent combination of education and experience which provides necessary knowledge, skills and abilities may be considered.
- Knowledge of accounting, budgeting, and auditing principles preferred.
- General knowledge of GAAP principles
- Skills in analyzing financial data, defining problems, questioning status quo if needed.
- Skilled in problem solving and evaluating alternatives to resolve the issue.
- Ability to perform detailed work accurately and independently in compliance with stringent time limits requiring minimal direction and supervision.
- Ability to think quickly, maintain self-control and adapt to stressful situations.
- Knowledge of computer software including Word, Excel, etc., consistent for this position
- Ability to communicate clearly, concisely, and effectively in English in both written and verbal form.
- Ability to maintain confidentiality and discretion regarding business-related files, reports, and conversations.

#### **LONG TERM GROWTH OBJECTIVES (Senior Accountant):**

##### **Budgeting:**

- Work with Management to develop department budgets
- Assist in creation of Excel spreadsheets to develop budgets for Sales, Manufacturing, Engineering, Sales and Office
- Create Summary comparison of budget for review with Management notating changes/updates needed.
- Future state: assist in preparing the Budget Module in Syteline for use in the next year budgeting cycle

##### **Financial Statements:**

- Assist in preparation and review of monthly Income Statement to be presented to Management using Excel and Syteline.
- Analyze variances of Income statement and explain in Word document notes
- Assist in creation of monthly Cash Flow statement

##### **Year End Auditor Review:**

- Assist in preparation of YE audit papers

##### **Syteline special Projects:**

- Fixed Asset Module
- Budgeting Module

##### **Commissions:**

- Learning commissions for internal/external salesmen
- Calculating commissions

- Creating commissions spreadsheet
- Establishing process improvements to commissions program

**Standard Operating Procedures:**

- Establishes proficiency with new departmental accounting systems (SYTELINE) and procedures; makes recommendations on implementation of revisions to increase efficiency and effectiveness; establishes and maintains effective accounting controls.
- Reviews and maintains accounting controls by following policies and procedures, complying with Federal, State, and local financial requirements.

**Costing:**

- Reviews and analyzes costing and ensures accuracy

**Projects:**

- Coordinates activity on accounting projects and initiatives as assigned.
- Additional duties as developed by reporting Manager

**JOB FACTORS/WORK ENVIRONMENT**

While work is generally sedentary in nature (office), incumbent can expect to walk, stand, sit, reach, bend, etc. as needed.