

Senior Accountant



Job Description

I. Summary

Under the direction of the Chief Accounting Officer, the employee must perform a wide variety of functions including preparation, posting, verifying and maintaining reports related to general ledger, sales, commissions, cash and credit card transactions with extreme accuracy.

II. Essential Functions (Other duties may be assigned)

- Accumulate and verify data for input into sales and bank related reports.
- Process monthly commissions.
- Prepare various account reconciliations, special projects and reports.
- Post Accounts Payable payments and Accounts Receivable receipts.
- Prepare daily cash reports.
- Prepare outgoing wires and ACH matches.
- Confidentiality is required.

III. Experience

Requires 2 to 3 years of experience in accounting or business related field and requires an associate degree in business. Quick Books experience is preferred. Good written and oral communication skills and proficient use of Excel are required. The individual should be self-motivated, confident and able to perform various functions under pressure while adjusting to changing priorities.

How to Apply

Qualified applicants are encouraged to submit their resume to jobs@fullerind.com or complete an Employment Application in the Human Resources Office. Fuller Industries is an equal opportunity employer.