

Job Title: Accountant
Department: Accounting
Reports to: Accounting Manager
Organization Name: ERI Inc
Organization Web Site: <http://www.electronicrecyclers.com>
About Our Organization: We recycle electronics.
Location: 2860 S. East Avenue, Fresno, CA 93725
FLSA Status: Exempt

General Purpose:

Analyze financial information and prepare financial reports to determine or maintain record of assets, liabilities, profit and loss, or other financial activities within an organization. Capital project management to insure proper controls, and capitalization of large capital projects.

Responsibilities:

- Closing for multiple entities
- Reconciliations for Balance Sheet and analysis of Results of Operations
- Prepare, examine, or analyze accounting records, financial statements, or other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards.
- Report to management regarding the finances of establishment.
- Establish tables of accounts and assign entries to proper accounts.
- Preparing periodic reports that compare budgeted costs to actual costs.
- Prepare forms and manuals for accounting and bookkeeping personnel, and direct their work activities.
- Work with project managers to insure proper accounting, controls, and capitalization of CIP.

Qualifications/Experience:

Education and Experience:

BS in Accounting

Years of Experience: 3-8 years in manufacturing environment with multiple entities

Basic Skills

- Active Listening, Mathematics, Speaking, Writing Social Skills
- Coordination, Service Orientation, Social Perceptiveness

Desktop Computer Skills

- Spreadsheets, Internet, Navigation, Databases

Knowledge Required:

- Advanced Excel skills, Economics and Accounting, English Language, Mathematics

Preferred Skills:

- Project management, Computers and Electronics, Customer and Personal Service

Equipment/Software Used:

- Microsoft Office products, Calculators or accessories, financial calculators, and desktop computers.

Physical and Other Requirements:

- Must be able to pass a pre-employment drug screen test given by our medical clinic.
- Subject to Background check

Note: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job. ERI adheres to the provisions of ADA regarding reasonable accommodation procedures.

Activity	never	occasionally	Frequently	constantly
Sitting				X
Walking		X		
Standing		X		
Bending Neck			X	
Bending Waist		X		
Squatting	X			
Kneeling		X		
Crawling	X			
Twisting Neck	X			
Twisting Waist	X			
Repetitive Hand Use			X	
Simple Grasping R. Hand		X		
Simple Grasping L. Hand		X		
Power Grasping R. Hand	X			
Power Grasping L. Hand	X			
Pushing & Pulling R. Hand	X			
Pushing & Pulling L. Hand	X			
Reaching Above Shoulder		X		
Reaching Below Shoulder		X		
Lifting		X		

I have read and understand my job requirements and had the opportunity to ask and receive answers to my questions.

Date: _____

Employee

Signature: _____