



# EVANS

## DESIGNS & EQUIPS MISSION CRITICAL OPERATIONS

---

### JOB POSTING-ACCOUNTING & FINANCE

#### **ABOUT THE COMPANY:**

Around the world, thousands of mission critical facilities protect us, deliver our utilities, and streamline critical processes. Every element of these areas supports extensive technology and enhances the situational awareness of the people who work there. We specialize in the design and outfitting of mission critical environments offering custom designs and personal service in control room design including consoles, furniture and accessories that include the best ergonomic office chairs, heavy duty office chairs, 24/7 chairs, and big & tall office chair options for our clients.

#### **POSITION TITLE:**

Accountant

#### **PRIMARY FUNCTION:**

The Accountant is responsible for all accounting transactions (AR, AP, Inventory, Banking, Payroll) as well as recording monthly entries to ensure all transactions are properly recorded in the ERP system.

#### **REPORTS TO:**

To both the General Manager [operations] and to the [Controller] [Accounting and Financial]

#### **RESPONSIBILITIES:**

#### **ESSENTIAL JOB FUNCTIONS:**

- Maintains day to day accounting and closing duties.
- Resolves and Manages Account Payable and Accounts Receivable issues that may arise.
- Ensure accurate inventory reporting and costing.
- Helps establish direction by giving a clear picture of performance.
- Generates reports for Profit and Loss of Jobs and revenue streams.

#### **OTHER:**

- Maintains general ledger by transferring subsidiary accounts; preparing a trial balance; reconciling entries.
- Summarizes financial status by collecting information, preparing balance sheet, profit and loss, and other statements.
- Produces payroll by initiating computer processing, printing checks, verifying finished product.
- Calculate and post accruals of revenue and costs as appropriate
- Conduct monthly reconciliation and filings of sales tax
- Generate of weekly and monthly bookings reports
- Reconciliation of inventory, WIP, FG, COGS, revenue, and production orders
- Inter-company transactions
- Prepare and analyze month-end reports and schedules
- Ensure accurate reporting of overtime and payroll transactions, including employee benefits reconciliations.
- Bookings based commission calculations
- Bank reconciliations
- Maintenance of capital spending, fixed assets and prepaid registers and reporting
- Calculating and posting exchange adjustments, interest, tax, depreciation, and amortization

- Approval of shipments
- Verify correctness of inter-company invoices
- Transfer pricing
- Transfer inventory
- Calculate and invoice intercompany and inter-functionality costs and chargebacks
- WIP reconciliation
- Calculate and post warrantee reserves
- Ensure correct posting of defect, warranty, and goodwill costs

**QUALIFICATION REQUIREMENTS & EDUCATION:**

- 3-5 years manufacturing experience and cost and project accounting experience
- Bachelor's Degree in Accounting, finance, math, business administration, or a related field
- Experience working in a team-oriented, collaborative environment
- Rapidly adapt and respond to changes in environment and priorities
- Excellent communication, leadership, problem solving and analytical skills
- Ability to elicit cooperation from senior management and peers
- Problem solving and innovation
- Strong work ethic
- Ability to set goals and priorities

**PERSONAL ATTRIBUTES:**

- Strong "English" communication skills essential, both written and oral
- Perceptual sense and ability to negotiate & convince others on needs and requirements to complete tasks
- High sense of motivation
- High degree of detail and accuracy

**APPLICATION PROCESS:**

If you feel you are interested and qualified, please contact Human Resources;

[careers@evansonline.com](mailto:careers@evansonline.com)