



1000 Western Drive • Brunswick, OH 44212-4330

PHONE: 330-225-3200 • FAX: 330-225-1499 • www.columbiachemical.com

At Columbia Chemical, providing quality additives for the metal finishing industry is our business. Since our beginning in 1975, we have specialized in developing high quality plating processes. Located in Brunswick, OH, Columbia Chemical is an ESOP Company with easy access to Interstate 71. Columbia Chemical is an Equal Opportunity Employer.

Position Summary: Staff Accountant

This position is an entry level general accounting position. Primary responsibilities of the Staff Accountant include maintaining the General Ledger, posting cash receipts, preparing monthly, quarterly and annual reports, and basic analysis of financial statements.

Essential Functions:

1. Post recurring and non-recurring General Ledger entries including payroll, monthly loan payments, health insurance and credit card.
2. Audit and reconcile General Ledger Accounts monthly
3. Record and post Cash Receipts to customer accounts in Great Plains.
4. Prepare monthly bank reconciliation.
5. Prepare reports including sales history, commissions, sales and use tax, and royalties.
6. Perform basic analysis of financial statements.
7. Assist with annual budget, month end closing and year end closing procedures.
8. Assist in vendor payment selection, processing of checks, and posting ACH payments.

Nonessential Functions:

1. Prepare ad-hoc sales reports as requested by customers and other departments
2. Assist Bookkeeper in processing sales orders and accounts payable transactions.
3. Assist Bookkeeper in collections, posting deposits, and credit card payments.
4. Assist VP in administering the health insurance plans.
5. Answer phones and other duties as assigned.

Competencies:

1. Problem solving/Critical thinking skills
2. Communication skills
3. Flexibility and adaptability
4. Works well in a team
5. Quality of work
6. Ability to multitask

Work Environment:

1. This position is performed in an office setting, five days a week with typical work hours being 7:45 am through 4:00 pm. Regular in person attendance is required with the ability to telework in special circumstances. Occasional overtime may be required.
2. Frequently this position will be required to walk into the plant or up flights of stairs into the lab to gather information or collaborate with other departments.
3. This position is salaried.



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Physical Demands:

1. While performing the duties of this job, the employee is regularly required to lift, walk, stand, sit, bend, reach with hands and arms, climb, push/pull, use hands, and see, hear and speak.
2. The employee must occasionally lift and/or move up to 25 pounds.
3. The noise level in the work environment is usually moderate.

Technical Expertise/Specialized Knowledge:

1. Understanding of GAAP and accounting principles.
2. Proficiency in MS Office [Outlook, Excel, Word] and Adobe or similar software is required. Strong knowledge of Excel is preferred.
3. Experience with Microsoft Dynamics Great Plains is preferred.
4. Ability to use computer, copiers, fax machine and scanner is required.

Education and Experience:

1. Education: Bachelor's degree in Accounting is required; Master's degree in Business or Accounting is preferred.
2. Certification: Ohio CPA Certification or desire to sit for CPA exam is preferred.
3. Years of experience: 2 to 5 years general accounting experience is required.

Compensation:

1. Healthcare, 401(k), Employee Stock Ownership Plan
2. Salary commensurate with experience

Contact:

Email resume in PDF or Word format to careers@columbiachemical.com

No phone calls please.