



EMPLOYMENT POSTING: Staff Accountant

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.

We currently have the following opportunity for **Staff Accountant**

JOB DUTIES PERFORMED

Accounting:

- Prepare monthly, quarterly and annual reports for sales, gross profit, taxes, commissions, and capital assets.
- Provide reports to other departments and leadership as requested.
- Post General Ledger entries and reconcile G/L accounts.
- Record monthly loan and health insurance payments.
- Prepare monthly bank reconciliation.
- Assist with financial statements and financial analysis.
- Assist with annual budgeting and year end reporting.
- Assist with annual enrollment and administration for FSA and medical plans.
- Assist with month end closing and year end closing processes.
- Maintain PTO records.

Accounts Receivable functions:

- Assist Bookkeeper in processing sales invoices.
- Assist Bookkeeper in collections, deposits and credit card payments.
- Record and post cash receipts.
- Process customer credit applications, verification of credit, returns and other account adjustments.

Accounts Payable functions:

- Assist Bookkeeper in classifying and posting Payables and Purchase Orders.
- Distribute, classify and post credit card statements.
- Process AP check payments and ACH payments.
- Assist in selection of payments and management of cash flow.

Other duties as assigned

*Reports to: Executive Vice President
Exempt*

MINIMUM REQUIREMENTS

- Bachelor degree in Accounting and 2-5 years accounting experience.
- Strong knowledge of Microsoft Excel and other MS Office programs.
- Experience with ERP system, Microsoft Dynamics Great Plains preferred.
- Good communication skills.

COMPENSATION

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

CONTACT

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

**Human Resources Dept.
Columbia Chemical Corporation
1000 Western Drive
Brunswick, OH 44212**

No phone calls please.