



TITLE: Accountant

DEPARTMENT: Finance

REPORTS TO: Controller

COMPENSATION: Competitive wages based on experience

BENEFITS: Medical, dental, vision, life insurance, short and long-term disability insurance, paid time off package, 401(k) with company contribution, FSA or HSA options, educational assistance, dependent scholarship program, onsite fitness center, and much more!

General Responsibilities:

Responsible for the support of all aspects of the company's financial reporting process including preparing various financial reports and schedules, ensuring results are accurately reported, assisting in financial and tax reporting and preparation of related schedules, assuring the company complies with generally accepted accounting principles, corporate policies, and other mandated regulations.

Specific Duties:

- Maintenance of Fixed Assets records and reports including: capital budget updates, monthly depreciation reports, and annual tax return entries. Responsible for research and understanding of new accounting and tax regulations relating to fixed asset accounting. Conducts quarterly review of fixed asset purchases as well as repair and maintenance accounts with Controller and CFO to ensure compliance
- Responsible for compilation and tracking of capital expenditure budget
- Participates in monthly closing process for Gorbels, Inc.: analysis of GSA expenses, distribution of discounts to specific product lines, running of preliminary sales report, prepare or assist in preparation of various product line reports, prepare supporting schedules and accruals
- Preparation of weekly and monthly sales reports
- Assists with annual budget related to various GS&A expenses
- Responsible for review of expense reports for compliance with policy and use tax rules
- Responsible for auditing of accounts payable transactions for timeliness, accuracy, and proper application of sales and use tax
- Responsible for preparation of sales and use tax returns, personal property tax returns and any other local tax returns
- Preparation of subsidiary financials for Gorbels International & IC Disc Corp
- Audits payments from Gorbels Tianjin
- Functions as backup for Senior Accountant in Gorbels closing process. Periodically performs month end functions to maintain process literacy
- Assist with special accounting projects
- Assist with GAAP and Tax research as needed
- Independently or as part of a team identifies and implements business process improvements

Job Qualifications:

- Bachelor's degree in Accounting or related field and relevant experience
- Strong internal auditing skills
- Solid written and verbal communication skills



- Proficiency with personal computers and associated word processing/spreadsheet skills; experience working with ERP/MRP systems desirable

ADA Physical/Mental/Workplace Requirements:

- Occasional lifting up to 25 lbs.
- Sitting, working at desk/personal computer for extended periods of time
- Primary work environment is professional corporate office

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