

Staff Accountant



Assists in maintaining financial records and ensuring that financial transactions are properly recorded. Ensures the accuracy of entries to ledger accounts and reconciles subsidiary ledger accounts to the general ledger. Compiles financial data to aid more senior accountants in the preparation of balance sheets, profit and loss statements and other financial reports. May also process accounts payable and receivable transactions and assist in analyzing current costs, revenues, financial commitments, and obligations incurred to predict future revenues and expenses.

About Terryberry

We are Terryberry, the recognition and engagement company that ignites employee success. While we have been in the business of employee recognition for +100 years, we are entering one of the most exciting times of our history as we transition to an employee engagement SaaS led organization. We are headquartered in Grand Rapids, MI; with locations throughout North American and the UK. Are you interested in joining a dynamic growth company which has a real purpose?

Responsibilities

- Reconcile cash daily and compile month-end supporting documents
- Prepares key financial and operational reports (Daily Dashboard, Past Due Open Orders Report) by collecting, formatting, analyzing and explaining data with the objective of creating actionable insights and information
- Reconcile company credit card statements and enter adjusting journal entry
- Accounts Payable for US | Oversight of SAP-Concur including reviewing invoices, obtaining approval for payment, and assigning account numbers. Alert supervision to irregularities and work with purchasing team to research and resolve vendor invoice discrepancies and maximize discounts
- Process AMEX, BOA Credit Card payments and assist in GL assignment and reconciliation
- Complete all vendor registration requests from customers and send resale cert requests to vendors
- Track and administer Sales & Use Tax Exemption certificates
- Support Month-end close process and assist in closing financials
- Assist other members of the accounting team as needed

Skills and Experience

- Bachelor's Degree in Accounting
- Relevant experience preferred
- Demonstrated proficiency with Excel required
- Must possess strong attention to detail with emphasis on accuracy and quality
- Ability to focus on a variety of tasks in a fast-paced work environment
- Service oriented and enjoys working in a team setting

Email your resume to dlarson@terryberry.com