

Terryberry Careers

# Junior Staff Accountant



Terryberry

Terryberry is looking for a Junior Staff Accountant to join our team supporting the day-to-day accounting activities. The JSA will assist in maintaining financial records and ensure that financial transactions are properly recorded. This position will also be responsible for ensuring the accuracy of entries to ledger accounts; reconciling subsidiary ledger accounts to the general ledger; compiling financial data to aid more senior accountants in the preparation of balance sheets, profit and loss statements and other financial reports. The JSA 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?

Email your resume to [careers@terryberry.com](mailto:careers@terryberry.com)

### Responsibilities

- Reconcile cash/daily and compile month-end supporting documents
- Prepare key financial and operational reports (e.g., daily dashboard, past due open order reports) 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 U.S. with oversight of SAP-Concur including reviewing invoices, obtaining approval for payment, and assigning account numbers
- Alert Supervisor 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 with other accounting duties and special projects, as assigned

### Skills and Experience

- Bachelor's degree in Accounting
- 1-3 years of accounting experience
- Has knowledge of commonly used accounting concepts, practices, and procedures
- Intermediate knowledge of Excel (Pivot/VLOOKUP)
- Excellent communication and organizational skills
- Ability to demonstrate professionalism; strong customer service skills
- Ability to use good judgement and strong problem-solving skills
- Strong attention to detail with an emphasis on accuracy and quality
- Ability to focus on a variety of tasks in a fast-paced work environment
- Takes initiative, follow through, and works well both independently and in a team setting
- Dependable. Ability to work overtime, as needed