



## **Job Overview**

DMF Lighting is looking to hire an experienced Junior Staff Accountant to help us keep growing. If you're hard-working and dedicated, DMF Lighting is an ideal place to work.

## **Responsibilities for Junior Staff Accountant**

- Process Accounts Receivable Invoices and data entry of cash receipts.
- Act as backup Accounts Payable. Reviewing and reconciling invoices using 3-way match to properly match invoices to purchase orders and goods receipts.
- Assist with month-end and year-end closing.
- Responsible for fixed asset and intangibles reporting including recording acquisitions, disposals, depreciation, and amortization. Maintain support schedules.
- Reconcile intercompany and related party accounts on a monthly basis.
- Filing and perform other miscellaneous duties as assigned.
- Maintain real estate development set of books.
- Works as an effective team member to complete assigned tasks. Willingness to learn and adapt to changing routines.
- Identify opportunities for cost reduction.

## **Qualifications for Junior Staff Accountant**

- Bachelor's Degree in Accounting or Finance.
- 2+ years of experience in a Manufacturing environment preferred.
- Advanced knowledge of Excel and Accounting software programs. Experience with Sage 100 a plus.
- Keen attention to detail and strong written and oral communication skills.
- Willingness to establish and maintain effective working relationships.
- Excellent problem-solving.
- Able to maintain confidentiality.