

## Accountant

An innovative, expanding, international company rooted in the **Annapolis/Kent Island** area of **Maryland** is looking for a talented, experienced, accounting professional to join their Accounting Department as an Accountant. This is a full-time position located in our Stevensville, Maryland office. As a customer centric, family-oriented organization, we focus on career minded individuals searching for their once in a lifetime opportunity to join our winning team! This position will report directly to the Controller.

### Duties and Responsibilities:

- Manages daily accounting operations, including general ledger and account reconciliations
- Coordinates sales tax exemptions and completes sales tax reporting in a timely manner
- Communicates with customers and vendors regularly about open invoices and payments
- Provides ongoing support during ERP system roll out and processes invoices, reconciles transactions and processes POs
- Participates in, and supports departmental reporting requirements, including interaction with the Maryland Comptroller, IRS and internal audits of the organization
- Issues company credit cards and reconciles company credit card purchases and receipts
- Processes and assists with accounts payable and accounts receivable
- Assists in month end closing, preparing journal entries and analyzing inventory evaluations
- Maintain internal controls and safeguard financial data
- Other duties as assigned

### Education and Experience:

- Bachelor of Science in Accounting preferred
- (3-8) years of experience in an Accounting role, or similar
- Experience with Avalara a plus
- Experience using Sage MAS200, Epicor or a similar ERP system is preferred
- Proficiency in Microsoft Office Suite
- Ability to work in a fast-paced manufacturing environment
- Strong organizational and communication skills

### Benefits & Compensation:

- Salary commensurate with experience
- Company subsidized Medical, Dental, and Vision benefits effective the first of the month following 30 days of employment, 401K with 3% Safe Harbor Contribution, Commission, 13 paid vacations days, 5 paid sick days and 12 paid holidays

- Growth opportunities are available.