



LETTS CONSULT

## LETTS CONSULT EXECUTIVE RECRUITMENT SEARCH ANNOUNCEMENT STAFF ACCOUNTANT

LETTS CONSULT is conducting a search for a Staff Accountant for a large national packaging manufacturer and distributor.

**Location:** This position is located in the Atlanta, Georgia area.

**Role Summary:** This position is a key part of a small corporate headquarters team supporting the Corporate Controller and senior executive management. Excellent oral and written communication skills, strong organizational skills, self-motivated, team player, extremely flexible and able to prioritize work and perform multiple tasks concurrently.

**Qualifications:** College degree in accounting preferred. Minimum of 2 years in accounting/tax reporting/treasury experience.

**Functions:** This position is responsible for the daily treasury function and Accounts Payable function for 2 ERP systems at the corporate headquarters. Additional responsibilities with financial consolidation and reporting, including intercompany activity.

**Primary Responsibilities:**

- Responsible for Accounts Payable processing for corporate ledger through Peachtree and Strategic Accounts through Amtech ERP systems
- Responsible for daily sales reporting to the senior management team.
- Responsible for daily treasury reporting and correspondence and requests from operating locations relating to banking
- Responsible for monthly manning report consolidation and distribution
- Responsible for assisting with month-end close process, month-end journal entries and reconciliations completed along with the accounting team
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- Responsible for processing billing and cash receipts as needed

- Responsible for resolution of tax notices for corporate income and franchise tax
- Maintain tax packet used for return preparation for corporate and franchise tax
- Assist in year-end review of tax packets and depreciation schedules
- Responsible for registered agent oversight and state registrations/annual reports
- Responsible for consolidated sales/use tax review and filing with outside tax group
- Review sales/use tax processes at operating locations and review alternatives for more efficient processing
- Provide support to the accounting departments at the subsidiary level
- Assist with year-end close, external year-end audit and annual budgeting processes

INTERESTED APPLICANTS SHOULD SEND RESUME AND COVER LETTER TO [gletts@letts-consult.com](mailto:gletts@letts-consult.com)