

# CANDIDATE SPECIFICATION

## STAFF ACCOUNTANT



### **Summary:**

A technology based chemical company located in Fleming Island, Florida, seeks a Staff Accountant on a three to six month temporary assignment (Temporary – Full Time). There is a possibility that the position will convert to a regular full-time after the initial period. The company provides build-own-operate facilities for the conversion of hazardous waste to useful products in the Chemical Industry. The company is an LLC, operating as a joint venture between two companies providing the technology and financial resources, respectively.

### **Position Description:**

The Staff Accountant will support the CFO and Controller in carrying out the responsibilities of the Finance / Accounting Department. This position will also relieve the CFO and Controller of performing certain daily financial activities that will allow them to spend a greater portion of their time on Financial Statement analysis, Budget and Variance issues, Forecasting, and project development.

More specifically, the Staff Account will be responsible to:

- Maintain Purchase Order Processing system.
- Manage employee credit card charges and validate expense reports for reimbursement.
- Process Accounts Payable and complete weekly check runs; review aging reports for issues.
- Process biweekly Payroll and payroll related items, including processing time sheets.
- Perform monthly balance sheet reconciliations.
- Assist Controller with monthly close procedures including journal entries.
- Maintain the integrity of the general ledger.
- Compile financial data for corporate tax reporting to comply with federal and multi-state regulations.
- Assist Controller with monthly and quarterly financial reporting.
- Perform such other accounting, financial, or administrative tasks as may be required from time to time – quite often on short notice – by the CFO or Controller.

### **Experience:**

The ideal candidate will have an undergraduate degree in accounting or business and have at least 5 years of experience in Accounting in a company with revenues of \$5-50 million. He or she should have a proven track record of personal growth and expanding responsibilities over a broad range of accounting activities. The candidate must also be knowledgeable and proficient in US GAAP. Specific experience in Peachtree is a strong plus and highly skilled in the use of Excel is required, including being able to develop advanced functions and consolidations. The ideal candidate will also have accounting experience in a multi-company

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reporting environment. CPA or CPA candidate is a plus. Experience with accounting for income taxes, revenue recognition and stock based compensation is also a plus.

### **Qualifications and Attributes:**

In addition to all requisite financial skills, the ideal candidate must have a strong attention to detail and highly skilled in dealing with financial data. The ideal candidate will have very good communication capabilities and exceptional analytical and problem solving skills. In addition, the candidate must be organized and have the ability to follow up on pressing matters.

Personal attributes must include unquestioned integrity, the highest self-expectations for performance, a superior work ethic, the ability to be high functioning under stress, endurance, and a persistent, positive "can-do" attitude.

### **Reporting Relationship and Location:**

The Staff Account will report to the Corporate Controller. The position will be located at the headquarters of the company in the greater Jacksonville, Florida area.

### **Compensation:**

Salary will be commensurate with experience and competitive with comparable positions in the industry. This position is a Temporary - Full Time role.

### **Contact:**

Interested, qualified candidates should submit a comprehensive resume to:

Adaptive HR Solutions  
341 Bell Branch Lane  
St. Johns, FL 32259  
[resumes@adaptivehrs.com](mailto:resumes@adaptivehrs.com)  
904-328-3762 fax  
Reference: SA-AHRS