

American Mitsuba Corporation
Accountant I – Accounts Payable
Job Description

Job Title: Accountant I (Accounts Payable)

Department: Accounting

Location: Mt. Pleasant

Prepared By: Terrilee Royce

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Approved By: Tom Perreault

Summary: Applies principles of accounting to analyze financial information and prepare financial reports by performing the following duties.

Essential Duties and Responsibilities: Include the following. Other duties may be assigned.

Compiles and analyzes financial information to prepare entries for accounts payable invoice matching and payment issuance as well as preparation and data entry for general ledger accounts, tax reporting, and documenting business transactions.

Prepares financial information and reporting that would be detailing assets, liabilities, and capital to summarize current and projected company financial position.

Supports/Conducts periodic physical inventory at each manufacturing facility.

Analyzes records of present and past operations, trends and costs, estimated and realized revenues, administrative commitments and obligations incurred to project future revenues and expenses.

Examines records (invoices) to determine that proper prices are charged based on PO issuance, packing lists matches invoice quantity, and payments are issued within terms or when instructed to be paid. .

Sets up classification of accounts and organizes accounting procedures by understand separation of duties and other Sarbanes-Oxley/J-Sox requirements for documenting procedures and following documented procedures to meet J-Sox compliance

Supports the Budgeting functions by correctly classifying product according to expected area of pre-approved budget, support monthly meetings by taking notes and researching differences, if any, for budgeted items vs. actual expense and preparation of any trend required expenditures for planning purposes.

Plans, collects and studies data to determine cost of business activity such as purchases, inventory levels and labor costs.

Ensures that the organization complies with periodic tax payment, information reporting and other sales & use tax requirements.

Assists American Mitsuba during audits and audit-related meetings.

Assists in preparing documentation for use in supporting company's position or activities during audits by federal and/or state tax agencies.

Supports Daily Cash Position Reporting if needed; as well as Petty Cash functions.

Complies with all applicable Confidentiality, Quality, and Environmental policies and procedures as required by American Mitsuba.

Education and/or Experience: Associate's or Bachelor's degree (B. A.) In Accounting Field from four-year college or university; and/or one to three years' experience or combination of education and experience.

Language Skills: Ability to read, analyze, and interpret general ledgers, financial reports, tax regulations and forms, legal and other documents related to the field of Accounting and Finance management. Ability to organize thoughts and express ideas clearly; ability to compose and write letters, memos and formal presentations. Ability to effectively present information and respond to in-depth inquiries from management, financial auditors, attorneys, tax and regulatory agencies and/or members of the business community.

Mathematical Skills: Ability to understand and apply mathematical concepts such as fractions, percentages, ratios and/or algebraic equations.

Reasoning Ability: Ability to define and solve problems collects data, establish facts, and draw valid conclusions. Ability to interpret a variety of instructions furnished in written or oral form.

Certificates, Licenses, Registrations: Professional affiliations in the Accounting field helpful but not required.

Other Skills and Abilities: Able to maintain a high level of confidentiality.

Possess an open-mindedness and willingness to learn and work within a multi-cultural environment.

Possess a problem-solving mentality using tact and diplomacy; has a cooperative and flexible attitude.

Demonstrates a high level of professionalism in job performance, manners, and appearance.

Ability to use personal computers and software applications for written communication and spreadsheet analysis.

Possess excellent time-management and task delegation skills.

Able to coordinate, participate in and lead meetings with clients, managers and in-house personnel.

Physical Demands: The physical demands described here are representative of those that must be met by an associate to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the associate is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to walk. The associate is occasionally required to stand; climb or balance and stoop, kneel, crouch, or crawl. The associate must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception and ability to adjust focus.

Work Environment: The work environment characteristics described here are representative of those an associate encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet. The associate is regularly required to sit at a desk; use hands to operate personal computer, telephone, and calculator and writing instruments; talk, hear and use logical reasoning. The associate will also travel periodically to other business units, seminars and/or training using various forms of public and private transportation. There may also be occasional lifting, carrying or moving of boxes, such as Accounting Records; etc... Specific vision abilities required by this job include close vision, the ability to adjust focus and the ability to view and work with a PC monitor screen.