



Accountant



delfort

creative collaboration

COLONIAL HEIGHTS - USA - FULL-TIME

We are the world's leading company in functional papers. Push yourself to the next level with our philosophy of creative collaboration. Join our global family and be part of our next chapter.

Your tasks

- Process daily shipments releasing to the ledger
- Apply cash on a daily basis
- Ensure timely payments of customer invoices
- Communicate any discrepancies or issues to external customers and employees
- Prepare all repetitive and recurring entries in the General Ledger each month
- Account reconciliations of all balance sheet accounts
- Maintain amortization schedules for capital leases
- Intercompany profit elimination reporting and reconciliation each month
- Square Meters Produced and Sold Reports
- Month End Sales Reporting
- Preparation of Month End Management Review Presentation
- Coordinate banking information
- Perform weekly wire transfers
- Periodic Government Surveys for Accounting
- Assist Controller with special projects as necessary
- Participate in the GMP audit rotation
- Assistance with preparation of the PBC List requirements
- Assist auditors with questions during fieldwork
- Serve as the point of contact for mill customers in North America.
- Respond to customer and mill emails daily
- Process customers shipments
- Prepare weekly forecast
- Request POs when inventory levels fall below target
- Track shipments and communicate ETA to customer
- Process daily deliveries
- Daily tracking of customer shipments
- Send invoices to customers
- Process warehouse receipts in SAP
- Send customer POs to the mills
- Send order confirmations from the mills to the customers

Your experience

- Strong knowledge of generally accepted accounting principles (GAAP) and financial reporting
- Experience with bookkeeping, financial statement analysis, and account reconciliations
- Proficiency in Microsoft Excel and other financial software
- Ability to work independently and as part of a team
- Excellent written and verbal communication skills
- Bachelor's degree in Accounting, Finance, or related field
- Attention to detail is extremely important as this position deals with sensitive information

Your benefits

This is a full-time on-site role for an Accountant located in Colonial Heights, Virginia, United States. The Accountant will be responsible for day-to-day accounting and finance tasks, such as bookkeeping, financial statement analysis, account reconciliations, and tax preparation. The Accountant will also support month-end closing activities and assist with budgeting and forecasting. Great pay and full benefits package.

We have exciting plans for our future and offer fascinating areas of responsibility at an international successful group of companies. If you are willing to be actively involved in the further development of delfort, we are looking forward to receive your complete application documents.

Your contact

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