

**Company:** Durham Geo Enterprises Inc  
**Job Title:** Senior Staff Accountant  
**Reports to:** Controller (Direct); Operations Manager (Functional)

### Position Summary

We are looking for a qualified Senior Staff Accountant that will be responsible for the day-to-day financial record-keeping and reporting activities for the company. The ideal candidate will be an enthusiastic and motivated team player who possesses accounting experience in a manufacturing environment. Responsibilities include preparing financial statements, posting journal entry transactions, reconciling account balances and bank statements, maintaining the general ledger and performing month-end close procedures. A successful Senior Staff Accountant combines excellent analytical skills with a thorough knowledge of accounting principles to prepare and analyze financial reports and forecasts. The position is located in Tucker, GA.

### Key Responsibilities

- Assist in the preparation of periodic financial statements in accordance with US-GAAP;
- Prepare and review Balance Sheet reconciliations;
- Assist the Controller in the month-end close process including opening and closing periods in ERP system (Great Plains), generating Closing Reports, and creating, entering and/or posting applicable journal entries into the ERP system;
- Reconcile all bank accounts and submit timely to the Controller for review;
- Maintain all Intercompany accounts and review transactions for appropriateness;
- Create Intergroup invoices and send Intergroup account balance confirmations to applicable company;
- Scan incoming checks for remote deposit into bank;
- Initiate wires in Company's online bank platform for Controller to approve upon direction;
- Review all generated customer invoices for accuracy (learn invoice generation process and serve as backup to that role);
- Properly account for Fixed Assets and prepare the Fixed Asset Reconciliation;
- Prepare annual property tax filing;
- Calculate and file State Sales and Use Taxes as directed by the Controller;
- Prepare GST / VAT tax filings for Canada and Australia and assist Controller with the completion of the Australian Business Activity Statement;
- Assist the Controller with the annual audit by the Company's Independent Public Accountants, including the annual inventory count;
- Update and maintain foreign currency translation tables in the ERP system;
- Create and distribute annual 1099's;
- Credit and collections functions as required;
- Reporting (daily/weekly/monthly/quarterly reports) as requested including variance analysis;
- Mentor supporting staff members
- Other duties not listed as assigned by the Controller.

### Experience and Skills

- Bachelor's degree in Accounting;
- 5 or more years of "hands-on" accounting experience in a manufacturing environment;
- Understanding of Cost Accounting;
- Financial reporting and analytics;
- Quick learner of ERP systems (Company utilizes Great Plains);
- Excellent MS Office (including Excel) and computer abilities;
- Superior organizational and time management skills;
- Confident, with the ability to accept and respond to challenges in a fast-paced, results-driven environment;
- Effective oral and written communication skills; ability to effectively present complex topics in a concise manner;
- Strong interpersonal skills and ability to deal with people at all levels and in a variety of functions;
- Team player with ability to problem solve effectively and collaboratively;
- Must be able to work independently and within a small team environment;

- Ideal candidate must be able to manage multiple projects at one time and adhere to strict deadlines;
- Willing to support all areas of the business as required.

### Compensation

- Annual base salary, depending on candidate's experience;
- 3 weeks annual paid vacation;
- Company Medical, Dental, Life, Disability and Retirement.

### Company Background

Founded in 1994, Durham Geo Enterprises, Inc. designs and manufactures Geotechnical, Environmental, and Materials Testing products serving the Structural Health, Construction, and Civil Engineering markets and is a dominant brand in North America. With a global reach into over 50 countries and thousands of proven applications, the Company is a recognized leader in geotechnical instrumentation. For more information on the portfolio businesses, please visit [www.durhamgeo.com](http://www.durhamgeo.com)