

Shopko Optical®

Staff Accountant

POSITION SUMMARY:

Assist in the month end financial close by preparing journal entries and performing reconciliations of various accounts. Create daily, weekly and monthly reporting as needed. Assist with the annual audit and creation of financial statements. Identify efficiencies and suggest improvement opportunities within the accounting process.

DUTIES AND RESPONSIBILITIES:

GENERAL ACCOUNTING

- Compile and analyze financial information to prepare journal entries for posting to general ledger accounts
- Assist with monthly close process to ensure timely completion of financial statements
- Reconcile various general ledger and bank accounts as assigned to ensure balances are appropriate
- Support accounts receivable, accounts payable, and cash management personnel as needed
- Prepare assigned audit and other supporting work papers

FINANCIAL ACCOUNTING & REPORTING

- Collaborate with Senior Accountant on lease accounting
- Collaborate with Senior Accountant on accounting for inventory
- Manage routine prepaid and accrual entries
- Oversee entry of CIP assets and assist with the management and creation of fixed assets, depreciation, and various reports
- Support annual 1099 reporting process to ensure accuracy of filing with IRS, states and vendors within required deadlines
- Partner with Manager of Tax Accounting on escheatment process to ensure compliance with various state unclaimed property reporting
- Assist in preparation of footnotes for annual financial statements
- Remain informed of current accounting pronouncements
- Oversee debit balance collection process, ensure processes and procedures are in place to prevent and reduce debit balances

FINANCIAL CONTROLS

- Assist with maintaining an effective control environment for Shopko Optical
- Communicate issues that impact controls in a timely manner

MINIMUM KNOWLEDGE, EXPERIENCE & SKILLS REQUIREMENTS:

- Bachelor's degree in Accounting
- CPA certification (could be in process) or MBA desired
- 2-3 years of experience in accounting related field
- Strong knowledge of Excel
- Strong analytical and conceptual skills
- Solid attention to detail skills
- Able to prioritize and accomplish multiple tasks with limited supervision
- Excellent planning and organizational skills
- Strong verbal and written communication skills
- Solid interpersonal skills to flourish in a matrix environment
- Proficiency with Microsoft Office Suite of programs
- Experience with Oracle NetSuite preferred

ESSENTIAL FUNCTIONS & WORK REQUIREMENTS:

- Ability to effectively communicate at all levels within the organization through written and two-way verbal communication
- Able to sit or stand for extended periods of time
- Able to operate various office equipment (e.g., personal computer, telephone, fax machine, copier, etc.)
- Able to lift 10 to 20 pounds
- Able to work normal and/or extended (evenings, nights, and weekends) office hours to meet established deadlines
- Able to travel independently to support Company objectives and personal development

These statements are intended to describe the general nature and level of work performed by teammates assigned to this job classification. They are not intended to be an exhaustive list of all responsibilities, duties and skills required.