



**Barnet Products** 920 Sylvan Avenue Suite 210  
Englewood Cliffs NJ 07632 Tel 201 346 4620

## **Staff Accountant**

The ideal candidate will have a passion for math and knowledge of assets, liabilities, profit and loss, taxes, and other financial transactions within an organization. The staff accountant will play an important support role, clarifying the financial outlook of our Company and its clients with precise, proactive measures. This position reports into the Controller and works closely with other members of the organization including the CFO.

### **Essential Job Functions**

- Perform monthly General Ledger, Balance Sheet, and Income Statement Account Analysis
- Perform monthly Bank Reconciliations
- Assist in the Preparation of Monthly Financial Statements
- Monthly Credit Card Reconciliation and GL Coding
- Support Month-End and Year-End Close Process
- Electronic Documents:
  - Shared Folder Organization and Management
  - Document Archiving
- Assist with:
  - A/R tasks – order releases, credit applications, invoicing, etc.
  - A/P tasks – vendor invoices associated with material receipts, commissions calculations, etc.
- Quarterly Gov't Reporting Updates
- Assist in Gathering and Preparing Document Requests for Audits
- Assist with Budgeting
- Document Business Processes and Accounting Policies
- Suggest Ways to Strengthen Internal Controls
- Ad Hoc Projects as needed

### **Required Qualifications**

- Excel Proficiency including pivot tables, VLOOKUP and index/match etc.
- Business Partnering Mindset
- Lifetime Learner
- Ability to Take Ownership and Show Initiative
- Good Communication Skills
- Self-Starter possessing a Strong Work Ethic
- Good Organizational and Time Management Skills
- Attention to Detail
- Confidentiality
- Knowledge of Dynamics F&O strong plus or other ERP system
- Comprehensive Knowledge of GAAP
- Bachelor's degree in Accounting or Finance
- 2-4 years of experience in Accounting/Finance

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time as needed.

# BARNET

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Please send resume with cover letter and desired compensation to  
[ncleenput@barnetproducts.com](mailto:ncleenput@barnetproducts.com).

## About Us:

Barnet Products is a Sales and Marketing Company, located in Englewood Cliffs, NJ. We supply specialty chemical ingredients and selected commodity products to cosmetic, personal care and pharmaceutical companies (consumer products divisions). We were established in 1987 with a commitment to finding, developing, and presenting new concepts, ingredients, and systems to our customers.

Barnet Products LLC is an equal opportunity employer.