

Patterson Pump Co

Staff Accountant

Department: Accounting

FLSA Status: Exempt

Grade/Level: NA

Job Type: Regular

Work Schedule:

Monday - Friday 8:00 am to 4:30 pm. Additional hours as required.

Job Status: Full Time

Reports To: Controller / Treasurer

Amount of Travel Required: None

Positions Supervised: None

POSITION SUMMARY

Examine, analyze, and interpret accounting records to prepare financial statements or evaluate statements prepared by others. Assist with accounting functions of the Company included recording cost data.

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

Essential Functions Statement(s)

- A focus on cost accounting to understand and accurately record cost of goods sold.
- Analyze costs and investigate discrepancies to resolve reporting issues.
- Prepare monthly cost summary.
- Prepare and post journal entries ensuring efficient completion of month-end functions.
- Monitor assigned balance sheet accounts and reconcile monthly.
- Assist in research and implementation of new accounting standards or policies.
- Aid in internal and external audit process.
- Comply with established safety policies and procedures. Wear required Personal Protective Equipment as directed. Use appropriate tools designed for their specific job tasks. Provide feedback related to hazard assessments and/or accident investigations.
- Act in accordance with Patterson's Company policies (ex. Harassment, Equal Employment Opportunity, Ethics, etc.). Enforce Company policies through appropriate disciplinary measure when necessary.

POSITION QUALIFICATIONS

Competency Statement(s)

- Detail Oriented - Ability to pay attention to the minute details of a project or task.
- Communication, Oral - Ability to communicate effectively with others using the spoken word.
- Deductive Reasoning - Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems.
- Accountability - Ability to accept responsibility and account for his/her actions.
- Ethical - Ability to demonstrate conduct conforming to a set of values and accepted standards.
- Accuracy - Ability to perform work accurately and thoroughly.
- Time Management - Ability to utilize the available time to organize and complete work within given deadlines.
- Organized - Possessing the trait of being organized or following a systematic method of performing a task.
- Innovative – Ability to look beyond the standard solutions.

SKILLS & ABILITIES

Education:	Bachelor's Degree (four-year college or technical school) Required, Field of Study: BS/BA in Accounting
Experience:	0 to 3 years of accounting experience
Computer Skills:	Microsoft Office Suite with a high skill level in excel
Certifications & Licenses:	CPA candidate is a plus
Other Requirements:	Application knowledge of GAAP and auditing standards

PHYSICAL DEMANDS

N (Not Applicable)	Activity is not applicable to this position.
O (Occasionally)	Position requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
F (Frequently)	Position requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
C (Constantly)	Position requires this activity more than 66% of the time (5.5+ hrs/day)

Physical Demands

Stand	O	Lift/Carry	
Walk	O	10 lbs or less	O
Sit	F	11-20 lbs	O
Manually Manipulate	F	21-50 lbs	N
Reach Outward	O	51-100 lbs	N
Reach Above Shoulder	O	Over 100 lbs	N
Climb	N	Push/Pull	
Crawl	N	12 lbs or less	O

Squat or Kneel	O	13-25 lbs	N
Bend	O	26-40 lbs	N
Grasp	F	41-100 lbs	N
Speak	F		

Other Physical Requirements

- Vision (Near)
- Sense of Touch
- Ability to wear Personal Protective Equipment (PPE) - Hearing and eye protection in production areas

WORK ENVIRONMENT

Office environment.

The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the company reserves the right to change this job description and/or assign tasks for the employee to perform, as the company may deem appropriate.