



Job Description:	<b>Accountant</b>	Rev. Date: Oct. 23

**Purpose:**

Monitor and maintain accounting/bookkeeping activities within the organization to ensure efficient and effective operations.

**Responsibilities:**

- **Accounts Payable**
  - Process payables and submit for review/signature
  - Investigate/reconcile payable receipt discrepancies
  - Audit inventory/non-inventory receipts (verify proper documentation)
    - Including freight bill audit and maintenance of freight cost worksheet used in price file development
- **Accounts Receivable**
  - Process invoices for FPD and Diamond as required
- **Product Cost Maintenance**
  - Maintain/monitor product replacement costs
    - Ensure all are updated in a timely/consistent manner
  - Maintain/monitor raw material and packaging material/labor cost
  - Maintain/monitor all added costs
  - Review/reconcile Average Cost variance report on a weekly basis
- **Customs Documentation**
  - Review/audit 7501's for inbound international shipments
  - Maintain/review US Customs Daily Reports
  - Maintain/review US Customs Periodic Monthly Statement
  - Maintain Quarterly Tariff reports
  - Maintain/monitor Quarterly Duty Drawback submissions
- **Inventory Control**
  - Identify and track slow moving/obsolete inventory
    - Provide updates to sales team and management on monthly basis
  - Perform periodic cycle count activities to ensure inventory accuracy
  - Assist in month end process; making sure all pushed through inventory has a matching invoice, cycle count primary products to ensure accuracy
    - Notify Management of receipts completed without corresponding invoices
- **Pricing**
  - Annual pricing project duties to include:
    - Maintain pricing development excel file throughout the year
      - Diamond and FPD
      - Ensure active/new products are included
      - Ensure discontinued/inactive products are removed (as necessary)
    - Assist with development of price files (review of products/lines for possible price increases etc.)
      - Assist in double checking files for accuracy
      - Assist in proofreading of final files to be printed or published (i.e. Product Guide, etc.)
- Other duties as assigned by management