

2022

Job Description:

Staff Accountant / Financial Analyst

Company Description:

Ice Air is a supplier of specialized HVAC equipment based in Mt. Vernon, New York. Over the last several years, Ice Air has developed innovative products that meet the environmental challenges of eliminating the need for fossil fuel sources to provide heating, cooling, domestic hot water and central water loop systems.

Position Objective:

We are looking for a Staff Accountant to join our diverse team of experts. This individual will be responsible for overseeing and controlling general accounting operations. Ideal candidates are mission-driven, collaborative, adaptive and have the perseverance to solve problems with minimal oversight

Responsibilities:

- Support month-end close activities including but not limited to preparing general ledger entries, balance sheet reconciliations, and P&L variance analysis
- Participate in month end inventory processes : reconciliations , cycle counts
- Monitor and assist cash management and forecasting
- Review invoice submissions
- Develop and document business processes and accounting policies to maintain and strengthen internal controls
- Support the annual operating plan and budget creation process
- Assist with internal/external audits
- Provide support for ad-hoc analysis and projects as needed
- Provide support to AR / AP Activities
- Oversee the company's inventory transactions to identify errors and suggest process improvements to ensure accurate inventory value is maintained and accurately reported.
- Reconcile inventory accounts, purchase orders, receipts, fulfillment, transfers on a regular basis.
- Inventory Accounting including reconciliation to General Ledger and Physical counts.
- Special assignments and responsibilities as requested
- Maintains and prioritizes tasks and schedules
- Review and analyze cost variances relating to shipments and landed costs invoices
- Review and match invoices for shipments and landed costs.
- Prepare and distribute daily reports, which include review OF cash deposits, sales, discounts, and order and shipment data.
- Prepare and follow up monthly receivables' schedules . Communicate with customers to request payment
- This position reports to Corporate Controller

This is an onsite full-time position

Minimum Qualifications:

- 2-5 years of experience in accounting
- Organized, self-motivated and detail oriented
- Strong written and oral communication skills
- Experience with QuickBooks
- Advanced skills in Microsoft Excel
- Bachelor's degree in Accounting, Economics or related field
- Self-motivated with the ability to work independently and in a team environment
- Ability to deal with problems involving several concrete variables in standardized situations.
- Detail oriented with commitment to quality

Enhanced Qualifications (Nice to Have)

- Experience with manufacturing and inventory control

We are committed to:

- Creating a diverse and inclusive workplace that is welcoming, supportive, affirming and respectful
- Empowering employees to solve problems and work together to make a difference
- Providing mentorship and growth opportunities as part of a collaborative team

Acknowledgment

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.

Salary requirements must be included for consideration.

EQUAL EMPLOYMENT OPPORTUNITY

ICE AIR, LLC is an equal opportunity employer and affords equal employment opportunity to all applicants regardless of race, color, religion, gender, creed, national origin, age, disability, sexual orientation, veteran status, or any other legally protected classification under local, state, or federal laws.

Interested candidates please contact: Tom Glass - Director of Sales and Marketing

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