

Job Description

Title: Staff Accountant

Location: Corporate HQ – Atlanta, GA 30331

Reports to: Corporate Controller

Sto Corp. (Sto), a global innovation leader of building enclosure systems and high-performance facade coatings, is seeking an experienced **Staff Accountant**. In this role, the Staff Accountant will perform various time sensitive tasks and provide support to the Accounting Department (Accounts Payable (AP) and Accounts Receivable (AR)). Properly record daily transactions by posting cash receipts and resolving payment discrepancies. Supports daily finance task such as banking, accounting, monthly closing, and internal reporting. Ensuring adherence to the established policies and procedures in an efficient, timely and accurate manner.

JOB RESPONSIBILITIES (includes, but not limited to):

➤ **Cash Posting**

- Apply cash daily from bank activity to customer accounts, vendor accounts, and GL accounts, received from wires, ACH's, checks and credit cards.
- Assist with payment remittance issues, short pays/deductions/disallowed discounts and other payment issues.
- Reconciles various accounts by identifying errors in posting by applying appropriate accounting standards.
- Researches and resolves a variety of routine internal and external inquiries concerning account status, including communicating the resolution of discrepancies to appropriate persons.
- Tracking of bank interface to reconcile ERP, investigates and resolves differences.

➤ **Account Receivables Support**

- Assist with various AR projects such as updating tax exempt certificates, updating credit files.
- Provide credit check support and back up to the Credit Manager for blocked orders.
- Assist with processing of credit applications.
- Process write-off's authorized and approved by CFO.
- Provide further detailed info out of lockboxes, AMEX, Moneris (Canada), Globalpayment (Canada), Heartland (USA), HSBC, and RBC.

➤ **Account Payables Support**

- Process both PO and Non-PO related invoices accurately and timely.
- Maintain, process and releases Expense Reports.
- Reviewing the properly coding of such items as invoices, vouchers, expense reports, check requests, etc.,
- Maintain new and existing vendor's master in SAP.
- Handles vendor correspondence via phone or email.
- Investigates and resolves problems associated with processing of invoices and purchase orders.
- Prepares batch check runs, wire transfers, and ACH transactions.
- Support in maintaining leases and schedules.
- Maintain and file 1099s.

➤ **Other Accounting Miscellaneous**

- Assists with monthly reports and monthly closings (T&E reports, Vendors reports, etc.).
- Provide support during internal and external audits
- Adhere to AR and AP monthly closing schedule and audit schedule.
- Audit and process credit and purchase card payments.
- Maintain an updated file of bank approvers and signers.
- Prepare consolidated daily bank and cash statements.
- Support in submit property taxes and business licenses for multiple location.
- Performs other duties as required to support Accounting Department.

JOB REQUIREMENTS:

- High School Diploma or GED; An associate degree or equivalent from a two-year college or technical school preferred.
- Three (3) years in cash posting; Strong knowledge in AP, AR, and bank reconciliation.
- Three (3) years SAP FI-CO experience and strong knowledge.
- Knowledge of general accounting principles, regulatory standards, and compliance.
- Strong knowledge and proficiency using Microsoft Office 365 Suite, SAP FI-CO and SAP Concur Expense.

SKILLS:

- High degree of accuracy, attention to detail and confidentiality.
- Excellent written and verbal communication skills.
- Open to change and willing to learn new skills.
- Ability to follow up on pending issues.
- Able to communicate and focus on key issues in complex situations.
- Strong analytical and problem-solving skills.

- Strong organizational and interpersonal skills are necessary to meet the demands and critical deadlines of the position.
- Must be able to effectively handle multiple projects simultaneously in a deadline driven environment.
- Ability to work independently and as part of a team and take on new tasks with high level of complexity.
- Dependable.
- Self-starting.

TO APPLY:

Submit resume and cover letter to Jobs@stocorp.com. Job ID: SA-30331