



<b>Job Title:</b>	Plant Accountant	<b>Job Category:</b>	Accounting
<b>Department/Group:</b>	G & A	<b>Job Code/ Req#:</b>	
<b>Location:</b>	Clio, SC	<b>Travel Required:</b>	None
<b>Level/Salary Range:</b>	Salary	<b>Position Type:</b>	Full Time
<b>HR Contact:</b>	Andy Miller	<b>Date Posted:</b>	9/24/20
<b>Will Train Applicant(s):</b>	Yes	<b>Posting Expires:</b>	
<b>External Posting URL:</b>			
<b>Internal Posting URL:</b>	Website, Bulletin Board		
<b>Applications Accepted By:</b>			
<b>IN PERSON – 2660 HWY 9 E CLIO, SC</b> <b>EMAIL – AMILLER@ARRISHOLDINGS.COM</b> Subject Line: Plant Accountant		<b>MAIL:</b> Andy Miller Company Name 2660 Highway 9 East Clio, SC 29525	
<b>Job Description</b>			
<b>ROLE AND RESPONSIBILITIES</b> <ul style="list-style-type: none"> <li>• Assist the Plant COO in review of preliminary financial statements prepared by corporate accounting, identify errors and assist the plant COO with financial analysis for monthly financial review meetings.</li> <li>• Balance various general ledger accounts to sub ledger reports.</li> <li>• Review all sales cash receipts, cash disbursements and other financial transactions.</li> <li>• Assist the CFO, other Corporate Accounting representatives or outside independent accountants .</li> <li>• Compile and submit end of month paperwork including; bonus worksheet, sales worksheet, units shipped, freight and other accruals. Ensure staff</li> <li>• Turns in all necessary end of month paperwork and that it is on time.</li> <li>• Assist COO and management staff with any clerical, IT, problem solving support as needed.</li> <li>• Demonstrate a good work ethic based on principles of honesty and integrity.</li> </ul>			
<b>QUALIFICATIONS AND EDUCATION</b> <ul style="list-style-type: none"> <li>• Bachelors degree in Accounting, Finance, Book Keeping, or equivalent combination of education and experience. Familiar with construction materials and term</li> <li>• Prior experience in support functions in a manufacturing or construction environment such as AP, AR, purchasing or sales support.</li> <li>• Ability to calculate figures and amounts such as discounts, interest, commissions, proportions and percentages.</li> <li>• Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.</li> <li>• Intermediate skills in Microsoft Word, Excel, and Windows.</li> <li>• Strong analytical aptitude with the ability to problem solve.</li> <li>• Effective communication skills, both written and verbal.</li> <li>• Working Knowledge of Microsoft Office</li> <li>• Ability to work in a fast paced environment and self motivated.</li> </ul>			

- Consistently provide excellence in customer service.
- Results oriented attention to details and good time management Skills

Reviewed By:	Name	Date:	Date
Approved By:	Name	Date:	Date
Last Updated By:	Name	Date/Time:	Date/Time