

# Joy Cone Co. Accountant Job Description

## Accountant Job Responsibilities:

Provides financial information to management by researching and analyzing accounting data; preparing reports.

## Accountant Job Duties:

- Prepares asset, liability, and capital account entries by compiling and analyzing account information.
- Documents financial transactions by entering account information.
- Recommends financial actions by analyzing accounting options.
- Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.
- Substantiates financial transactions by auditing documents.
- Maintains accounting controls by preparing and recommending policies and procedures.
- Reconciles financial discrepancies by collecting and analyzing account information.
- Maintains financial security by following internal controls.
- Answers accounting procedure questions by researching and interpreting accounting policy and regulations.
- Complies with federal, state, and local financial legal requirements by studying existing and new legislation, enforcing adherence to requirements, and advising management on needed actions.
- Prepares special financial reports by collecting, analyzing, and summarizing account information and trends.
- Protects operations by keeping financial information confidential.
- Maintains professional and technical knowledge by attending educational workshops

## Accountant Skills and Qualifications:

Accounting Degree required, CPA preferred; at least two years of relevant accounting experience required, Corporate Finance experience, Reporting Skills, Attention to Detail, Deadline-Oriented, Reporting Research Results, Confidentiality, Time Management, Data Entry Management, General Math Skills, AS/400 knowledge helpful, Proficient in Microsoft Word and Excel.