

# THE KINGSWOOD COMPANY

OUR PRODUCTS. YOUR LABEL. SPARKLING RESULTS.

## **JOB DESCRIPTION: PART TIME ACCOUNTING COORDINATOR**

The Kingswood Company is a 60+ year old company, and the leading private-label manufacturer of consumer products for the jewelry industry. We are seeking qualified candidates for an Accountant position. Our team is innovative and energetic, serving some of the best-known retailers and designers in the world. We are seeking a hard-working team player willing and interested in developing their career and contribute their skills to our growing team.

This is an ideal position for someone who wants to work with a growing, successful company. This part-time position has excellent benefits including some paid vacation/holidays, and access to the company's retirement savings plan with employer match. No telecommuting.

## **POSITION TYPE:**

Part time / 20-30 hours per week, with month and year end fluctuations.

Office Hours: 9:00am – 6:00pm, Monday – Friday

Hours worked will be on-site, in our office, located off 670 East, near the airport

Additional hours may be available during peak or seasonal periods as needed

## **DESIRED MAJOR/EXPERIENCE:**

Bachelor's Degree in Accounting Required.

## **QUALIFICATIONS:**

The ideal candidate for this position will possess / will be:

- Smart, well-rounded, committed and reliable
- Strong organizational skills and VERY detailed
- Superior ability to multi-task, set priorities and maintain them
- Ability to effectively utilize Microsoft Office (Word, Excel, and Outlook)
- SAGE experience a PLUS
- Goal-motivated, persistent and optimistic personality
- Oral and written communication skills which are grammatically correct, clear, concise and effective.
- An ability to work well and closely with others
- Willing to learn new applications and skills

## **PRIMARY DUTIES:**

A summary of tasks will include:

### **Accounts Payable**

- Responsible for weekly Accounts Payable process; including processing weekly checks. Reviews for appropriate authorization, pricing, other controls, and reasonableness.
- Responsible for Company Credit Cards reconciliation and payments.
- Maintain Vendor File information

### **Fixed Assets**

- Reconcile and add to Fixed Asset System

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- Monthly Depreciation Journal Entry and reconciliation general ledger to fixed asset system

## **Monthly Closing**

- Responsible for Reconciliation of Balance Sheet Accounts
- Responsible for monthly journal entries related to accrued expenses, depreciation, and other cost items.
- Monitors and reconciles assigned balance sheet and expense accounts
- Performance of Financial Analysis as needed

## **Other**

- Some customer service duties, especially those related to billing matters.
- Professional behavior when making phone calls and dealing with customers and vendors.
- Contributes to team effort by accomplishing related results as needed, and supporting other sales team members through collaboration and teamwork.
- Maintain the Accounting Policies and Procedure manual
- Prepare and submit CAT Tax thru the Ohio Gateway system
- Prepare and submit sales tax returns
- Prepare and File Canadian GST Returns.
- Process 1099's at year end
- Responsible for Reporting Unclaimed Funds if needed
- Prepare annual documentation for tax return filing
- Other duties as assigned.

## **SALARY LEVEL/COMPENSATION:**

Compensation is hourly, and is based on degree and experience. \$20 - \$25 per hour

Benefits include:

- Access to the company life insurance plan after 90 days of employment
- 2+ weeks paid vacation (prorated for part-time hours)
- 6 paid holidays (prorated for part-time hours)
- Participation in company 401k plan once eligible, and dollar for dollar company match

## **ADDITIONAL INFORMATION:**

Visit our website at [www.thekingswoodcompany.com](http://www.thekingswoodcompany.com).

An acceptable Drug and Background check through the Company's provider will be required upon acceptance of your offer. This will be paid for by the Company.

## **HOW TO APPLY:**

IF you meet the qualifications, please submit your RESUME and COVER LETTER indicating your interest in the position to [hr@thekingswoodcompany.com](mailto:hr@thekingswoodcompany.com).