

## Staff Accountant

**Company:** All States Materials Group  
**Department:** Accounting  
**Classification:** Salary

**Location:** West Springfield, MA  
**Reports to:** Assistant Controller  
**Revised:** May 21<sup>st</sup> 2024

### Position Summary:

This is the first step in a career path that is expected to culminate in a senior financial role within our organization. Therefore, the candidate must possess the potential, ambition, and commitment to explore their capabilities and learn the inner workings of our company. On a routine basis, the Staff Accountant will perform various functions to ensure financial records are accurate and complete, supporting the filing of multiple tax returns. Additionally, the role will provide general support to the treasury function and involve ad hoc projects aimed at developing the skills necessary for advancement. The successful Staff Accountant will, like all team members, become the subject matter expert in their assigned areas. This is an exempt position reporting to the Assistant Controller.

### Essential Functions:

- Daily reconciliation of all bank accounts, investigation, and resolution of outstanding items.
- Daily Initiation of electronic funds transfers, and other financial transactions.
- Monthly and quarterly preparation and filing of sales and use tax returns for multiple companies and jurisdictions.
- Monthly and quarterly preparation and filing of IFTA, highway use, and various petroleum tax returns.
- Participate in the monthly close by preparing standard monthly accounting entries and balance sheet reconciliations, propose adjusting entries as needed.
- Respond to various government statistical surveys.
- Other analytical and accounting tasks as assigned.

### Other Accountabilities/Responsibilities:

Performs related and unrelated duties as may be required.

### Position Requirements

The ideal candidate will have a bachelor's degree in accounting and 2+ years of experience in an audit-focused public accounting role or in a role handling dynamic accounting responsibilities. The candidate must have a working knowledge of US GAAP and exposure to multi-state tax issues (excluding income taxes). Key qualifications include a commitment to continuous improvement, a proactive nature with a sense of urgency to handle multiple tasks and deadlines in a fast-paced, ever-changing work environment, and an analytical focus to identify trends, discover causes of variances, and identify improvement opportunities. The candidate should possess advanced skills with standard office software (MS Excel, MS Word, MS Outlook, Adobe Acrobat) and familiarity with remote-work and task management software (e.g., Teams, SharePoint, FloQast). The ability to analyze and follow detailed procedures, establish new procedures as needed, and excellent oral and written communication skills are essential. Basic skills with Crystal Reports are preferred.

### Independent Action:

Performs work independently within scope of established guidelines and practices. Consults with Corporate Controller where clarification or exception to procedure may be required.

### Work Conditions

Most time will be spent in an office setting with controlled temperature and minimal noise. Occasionally moderate to loud noise levels when at field, facility, or event locations.



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**Physical Demands**

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit, use hands, reach with hands and arms, handle, feel, see, talk, and listen. The employee is also required to walk, stoop, kneel, bend, lift 30 lbs. or crouch.

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed above are representative of the knowledge, skill and/or ability required. Any physical demands or work conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.