



Job Title: Staff Accountant
Job Type: Regular, Full-Time
Job Class: Professional
Department: Finance
Reports to: Controller
Direct Reports: None
Indirect Reports: None

FLSA Status: Exempt
SGL: P3
Location: Beaumont, TX

JOB SUMMARY / OVERVIEW

The Staff Accountant position is responsible for the processing of various transactions and a number of ongoing responsibilities in accordance with standard accounting procedures under general supervision and guidance. Daily responsibilities include preparation and maintenance of accounting reports, maintaining records, preparation for audits and other related duties.

ESSENTIAL JOB FUNCTIONS

- Perform day to day processing of business transactions timely and accurately. Such transactions may include bank transactions, customer or supplier invoices, tax payments, etc.
- Transfer relevant information to supporting spreadsheets and/or into the organization's ERP (SAP).
- Monitor customer and supplier accounts to ensure that accounts stay current, and trouble shoot any issues that may be identified. Resolve identified issues with support from management.
- Processes payments to vendors and monitors accounts for discount opportunities.
- Analyzes information and options by developing spreadsheet reports; verifying information.
- Compile, verify, and sort invoices, and provide accurate general ledger coding.
- Maintain proper support for all transactions in hard copy files and/or electronic files.
- Verify that transactions comply with financial policies and procedures.
- Answers accounting and financial questions by researching and interpreting data.
- Posting and processing journal entries to ensure all business transactions are recorded.
- Monitor workflow of transactions to ensure proper follow through of obtaining approvals, payments being processed timely, receipt of proper documentation, etc.
- Researches and resolves vendor payment discrepancies and disputes;
- Present a professional image at all times to clients and vendors and maintain a positive image of the company.
- Perform reconciliations of standard balance sheet or income statement accounts.
- Retrieve information from the ERP to provide reporting tools to the accounting team and other departments within the organization.
- Provide support during audits by fulfilling requests and responding to inquiries in a timely, accurate, and transparent manner.
- Continues to update accounting knowledge by participating in educational opportunities.
- Act ethically and with integrity in every function.
- Follow all relevant company policies and procedures.
- Assist senior accountants in the preparation of monthly/yearly closings.
- Assists other Departments and other administrative personnel as necessary.
- Perform other tasks as assigned.



QUALIFICATIONS

LICENSES, CERTIFICATIONS, AND/OR REGISTRATIONS

- None required

EDUCATION, EXPERIENCE, AND/OR TRAINING

- Bachelor's Degree in Finance, Accounting, or related field required.
- Two (2) years or more of related experience and/or training required.

KNOWLEDGE, SKILLS, AND ABILITIES

- Accounting—must have general knowledge of basic accounting principles and practices, as well as thorough knowledge of applicable accounts receivable/general ledger systems and procedures, financial chart of accounts and company procedures.
- Arithmetic—the position requires the knowledge of mathematical computations such as percentages, fractions, addition, subtraction, multiplication and division accurately.
- Administration and Management – Knowledge of business and management principles involved in strategic planning, resource allocation, production methods, and coordination of people and resources.
- Computer skills—the ability to operate computerized accounting and spreadsheet programs, as well as working with e-mail at a highly proficient level. Experience with SAP preferred.
- Teamwork—the position requires working well in a team environment, and able to work with a diverse group of people.
- Customer service—the position manages difficult client/client situations, responds promptly to client needs, solicits client feedback to improve service, responds to requests for service and assistance and meets commitments.
- Dependability—the individual is consistently at work and on time, follows instructions, responds to management direction and solicits feedback to improve performance.
- Quantity—meets productivity standards and completes work in a timely manner.
- Detail-oriented—minimizes errors and recognizes errors made by others.
- Problem solving—the individual identifies and resolves problems in a timely manner, gathers and analyzes information skillfully.
- Critical Thinking—ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Planning/organizing—the individual prioritizes and plans work activities and uses time efficiently.
- Adaptability—the individual adapts to changes in the work environment, manages competing demands and is able to deal with frequent change, delays or unexpected events.
- Confidential—the position requires discretion, because they frequently come in contact with confidential material.

SPECIAL REQUIREMENTS

TOOLS / EQUIPMENT

- Computer
- Copy Machine
- Scanner
- Telephone system

SOFTWARE

- Proficiency in Microsoft Office, including Excel, Word, and Outlook required



- SAP preferred

PHYSICAL

- Ability to lift 10 lbs. occasionally.
- Ability to sit for prolonged amounts of time required.
- Ability to effectively communicate through various means required.

ENVIRONMENTAL

- Majority of work is performed within an office environment, including office equipment – such as computers, telephones and copiers.
- Requires passing by industrial equipment on way to office.
- Noise levels are typically moderate.

WORK SCHEDULE

- Monday – Friday between 8:00am – 5:00pm.
- Will be required to work longer hours to meet deadlines as necessary.

TRAVEL

- Less than 10% of the time.

DISCLAIMER

This is not necessarily an exhaustive list of all responsibilities, skill, tasks, requirements, efforts, or working conditions associate with the job. While this is intended to be an accurate reflection of the current job, OCI Beaumont LLC reserves the right to revise or change job duties and responsibilities as business needs arise. In compliance of EEOC regulations, if the employee cannot perform the essential functions of this position in a satisfactory manner further accommodation shall be made if it does not constitute undue hardships upon this organization.