

**Staff Accountant & Financial Analyst**

**Owen Steel Company, Inc.**

**Columbia, SC**

Department: \_\_\_\_\_\_\_\_\_Accounting\_\_\_\_\_\_\_\_\_\_ Location: \_\_\_\_\_\_Columbia, SC Main Office\_\_\_\_

**Brief Narrative:** Working with other members of the Finance & Accounting Department including the CFO as well as with other Departments such as Transportation and Purchasing, this important position will be responsible for recording, tracking and reconciling bank transactions daily, performing financial analyses on Departmental expenses and Job/Project costs, reconciling steel purchases and freight transactions, and performing special projects as directed.

**Primary Responsibilities**

**Specific Duties:**

* Identify, record, and reconcile daily bank transactions
* Prepare monthly bank account reconciliations for review by the Controller
* Perform timely financial analysis on Job / Project costs by identifying unusual and/or high variances and then following up such variances for management review and potential corrective action
* Perform financial analysis on monthly Departmental expenses by identifying unusual and/or high variances and then following up such variances for management review and potential corrective action
* Working with Purchasing, match and reconcile steel purchases with receiving reports, invoices, and purchase orders and then generate a spreadsheet report on variances
* Working with Transportation, match and reconcile freight invoices
* Timely forward steel purchases and freight invoices to Accounts Payable for payment processing
* Track and follow-up the status of all lease and debt agreements including payments, principal and interest, maturity dates, and other terms
* Maintain fixed asset records and update monthly fixed asset spreadsheets
* Prepare monthly general ledger journal entries, as applicable
* Perform special projects as directed by the Controller and CFO

**Qualifications and Requirements**

* Associate Degree in Accounting required; Bachelor’s Degree in accounting preferred
* Two years of corporate accounting and financial analysis experience preferred
* Excellent communication and intrapersonal skills required including the ability to work well and effectively with the management and staff of other departments; Dependable and accurate
* Strong skills and experience working with Microsoft Office software especially Excel and Outlook; Spreadsheet Server and document dropbox experience preferred; Willingness to learn and expand job responsibilities over time.