



JOB DESCRIPTION

Date:	May 2, 2017	Revision:	1
Position Title:	Financial Accountant - Australia		
Department:	Administration		
Reports to:	General Manager		

Location(s) Applicable to: QLD NSW VIC WA

Classification: Salaried (Exempt) Hourly (Non-exempt)
Category: Full Time Part Time Temporary

Overview:

This position is responsible for planning and directing the timely preparation and evaluation of a wide variety of financial reports, analysis and studies, including month end close, account reconciliation and reporting. Responsible for all Financial Accounting functions, Accounts Receivable and Payable, including day-to-day general administration of the organization, assisting the Administration Team.

Essential Job Functions & Responsibilities:

1. Prepare monthly financial consolidation. Prepare analysis of variances versus budget.
2. Oversee reconciliation of all balance sheet accounts including cash, A/R, A/P, other assets and accruals.
3. Manage the Accounts Payable function including the day-to-day activities of the Accounts Payable Coordinators and setting of the accounts payable policies and procedures.
4. Prepare and reconcile general Bank Statements.
5. Manage the reporting for company credit card expenses.
6. Assist in developing and maintenance of the annual budget.
7. Responsible for the annual audit.
8. Prepare monthly financial statements.
9. Research accounting questions and problems and prepare other reports as needed.
10. Insure good accounting practices, procedures and adequate internal controls are followed throughout the company. Make immediate recommendations whenever necessary.
11. Perform multi-functional value-added financial analysis such as product line profitability, new product financial projections and profit improvement studies. Proactively pinpoint problem areas for improvement, offering suggestions and assistance to other functional areas.
12. Review monthly cycle count reports for large variances and investigate them to determine the root cause. Prepare quarterly summary reports which include recommendations for corrective action.
13. Provide customers with information such as pricing, stock availability, shipping information.
14. Undertake processing of invoices, receipts and payments as required and instructed.
15. Undertake other duties and responsibilities as directed by the General Manager.

Non-essential Job Functions:

1. Performs other directly related appropriate duties and assumes accountabilities as apparent or as delegated, including mutually agreed upon objectives.



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Job Specifications/Skills:

1. Minimum of 5 years' experience as a professional accountant.
2. Must be well organized, detail oriented and have excellent analytical skills. Can pinpoint problems and then develop creative solutions.
3. Experience with ERP information systems and the ability to apply generally accepted accounting practices.
4. Has the ability to prioritize and focus efforts on what makes a difference in a timely, cost effective manner.
5. Can quickly recognize when a control or data integrity problem exists.
6. Strong verbal and written communication skills.
7. Intermediate to Advanced knowledge of Microsoft Office (Word, Excel, PowerPoint), Outlook. Experience with report writing software.
8. Bending and reaching to file. Infrequent ability to lift up to 20 pounds.
9. Team Cooperation - maintain positive, cooperative attitude with all employees of LATICRETE and all customers.
10. Self starter with a high level of motivation.

Minimum Educational Requirements:

1. Bachelor's degree in Accounting or Finance.

Travel:

1. 15%, including international.
2. Must have or be able to obtain a passport

Authored By:	Emma Tschannen	Date:	May 2, 2017
Title:	General Manager - Australia		

Reason for New Revision:	New position
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