

**RESOURCE SOLUTIONS CORP.
JOB DESCRIPTION**

CORPORATE ACCOUNTANT

May 2021

Job Title: Corporate Accountant

Location: Madison, Wisconsin

Reports to: CEO and CFO

Hours: Full Time - 5 days per week 7:30 am – 4:00 pm (occasional Saturday hours)

Job Summary:

Performs the accounting requirements of a small business, as well as, assisting and advising the CEO and CFO on financial matters.

Duties Include (but are not limited to):

Handle all accounting procedures for a small business (GL, payroll, A/R, A/P, credit checks).

Prepare payroll and submit payroll taxes, reports, W-2 and W-9 forms.

Manage cash accounts and cash flow.

Prepare reports (financial statements, cash flow analysis, budgets, requested reports)

Prepare State of Wisconsin MP and MR forms.

Prepare business tax information for CPA firm, or prepare taxes in-house.

Prepare various summary reports for marketing and management review

Maintaining and improving accounting policies and procedures

Assisting all departments in following company accounting related procedures

Assist the CEO, and CFO with special projects and analysis.

Manage employee benefits programs.

Manage business insurances

Assist in ISO 14001:2015 management and audit functions.

General Requirements and Attributes:

Familiar with GAAP.

Proficient with MS Office.

Must be proficient using the web and email

Ability to prepare easy to understand financial analysis reports for specific departments.

Creative thinking regarding financing and business expansion.

Ability to work closely with the CEO and CFO.

Ability to support and work with operations and administrative staff.

Education Requirement:

Bachelor's Degree in accounting.

Experience Preferred:

General all-around experience in all phases of small business or business accounting.

Proficient with Sage 50 Accounting.

Business tax preparation.

Management experience at the team level or higher.

Knowledge of, or experience in, the Environmental or Recycling industry.