

**RESOURCE SOLUTIONS CORP.  
JOB DESCRIPTION**

**SMALL BUSINESS ACCOUNTANT**

**May 2021**

**Job Title: Small Business 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 all the accounting requirements of a small business, as well as, assisting and advising the CEO and CFO on financial matters, and international trade development.

**Duties Include (but are not limited to):**

Prepare various summary reports for marketing and management review  
Maintain and improve accounting policies and procedures  
Assigning projects to departments and overseeing productivity  
Verifying that all accounting related departments follow company protocol  
Presenting accounting issues and results to executive committees and upper management  
Handle all accounting procedures for a small business (GL, payroll, A/R, A/P, credit checks).  
Prepare reports (financial statements, cash flow analysis, budgets, requested reports)  
Prepare State of Wisconsin MP and MR forms.  
Prepare and submit all payroll taxes, reports, W-2 and W-9 forms.  
Prepare business tax information for CPA firm, or prepare taxes in-house.  
Assist the President, CFO, and CEO with special projects and analysis.  
Manage our existing banking and financial relationships, while exploring new ones.  
Manage business insurances and employee benefits programs.  
Manage cash accounts and cash flow.  
Assist in the acquisition of, training in the use of, and maintenance of IT hardware and software..  
Assist in ISO 14001:2015 management and audit functions.  
Contact new and existing buyers domestic and abroad who may have relations with overseas trade.  
Assist in market research to further our ability to develop new business relationships abroad.

**General Requirements and Attributes:**

Knowledgeable with GAAP policies.  
Proficient with accounting software, especially Sage Accounting.  
Proficient with MS Office.  
Must be proficient using the web and email  
Knowledge of general IT equipment, networking, and integral software  
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 President and CEO.  
Ability to support and work with operations and administrative staff.  
Management experience for future expansion.

**Education Requirement:**

Bachelor's Degree in accounting.

**Experience Preferred:**

General experience in all phases of small business or business accounting.  
Business tax preparation.  
Management experience at the team level or higher.  
Knowledge of, or experience in, the Environmental or Recycling industry.