

Job Title	Staff Accountant
Business Unit	ODC
Function/Region	USA Finance
Location	Edison, NJ Office
Leader	Accounting Director
People Leadership	No
Job Level	5
<p>Role Purpose</p> <p>To work both independently and amongst the Account team to handle daily accounting functions. Performs transactional related accounting activity and is primarily responsible for executing the tasks in the monthly close process and related reconciliations with appropriate supporting details. Performs daily and weekly activity posting in general ledger and executes necessary requirements for system maintenance (users, vendors confirmations, manual postings, etc.).</p>	
<p>Accountabilities</p> <ul style="list-style-type: none"> • Contributes to investigating variances by providing support for g/l accounts and rationale for posting as necessary. • Supports queries from broader organization to help understand required accounting policy and procedures. • Prepare and review journal entries (JEs) for Accounting, FP&R, Marketing and Commercial Finance] per the month end timetable; reclassing expenses in IFS. • Responsible for the preparation and payment of monthly/quarterly/annual Sales & Use Tax for various states. • Posts daily, weekly, and monthly journal entries in line with accounting procedure guidelines • Performs balance sheet reconciliations for assigned accounts • Prepare monthly/quarterly excise tax data for various states and government financial reports and upload monthly excise tax file onto 3rd party portal • Performs IFS maintenance and ensures authorization matrix and user records are continually updated for changes and submits support tickets as necessary to correct for issues. • Monitor product allowance spend for US employees • Assist with ad-hoc Purchase Order requests/inquiries and assist in training of new hires if requested • Assist with creating capital projects in IFS ensuring all documentation is approved • Responsible for raising all recharge invoices and credit memos (non-sales related) 	