

**Full Time Staff Accountant for Furniture Interior Solutions in the Education,
Healthcare and Laboratory Market Segment**

Do you want to join a winning culture?

How about finding your professional home with people you actually enjoy working with?

NEIS Collective is a leading cabinet, casework, fume hoods and equipment dealership selling furniture interiors in the K-12, College/University, Laboratory and Healthcare market segments has an immediate opening for a full time Staff Accountant in our Liverpool, NY office.

The Staff Accountant is responsible for maintaining subsidiary ledgers for certain accounts on the general ledger. This position works closely with other Finance staff to ensure completeness, accuracy, and consistency of certain general ledger accounts. The Staff Accountant also assists specialists with accounting issues in their respective areas of expertise while maintaining company values and implementing continuous improvement. This position works closely with peers and company leaders to ensure goals and objectives are accomplished in support of the family of companies.

Essential Duties and Responsibilities:

- Reconcile certain general ledger accounts; track and manage balances to aid the monthly close process
- Maintain compliance with state business registrations
- Provide outside auditors with assistance by gathering account information needed to perform the annual review
- Maintain knowledge of acceptable accounting practices and procedures
- Analytically review certain selling, general and administrative accounts
- Propose and complete general ledger journal entries, as a result of the reconciliations and analytical review above
- Process annual and quarterly estimated corporate tax payments
- Operate as a back up to the Accounts Payable Specialist
- Project work and/or additional assignments at the direction of supervision

Qualification Requirements:

- Associate degree or higher in accounting, or other related field is preferred; comparable experience, or a combination thereof
- Minimum 2 years of experience in bookkeeping and/or accounting
- Adhere to strong values and ethical behavior
- Ability to work both independently and in a team setting
- Exceptional attention to detail with excellent organizational and time management skills
- Ability to multi-task and routinely meet deadlines
- Excellent interpersonal and communication skills
- Ability to identify, analyze, and suggest solutions for problems
- Clear adherence to company policies and procurement rules and regulations
- Professionalism to effectively interface with all levels of internal and external customers

- Excellent computer skills including Foundation software, Microsoft Office, Google Suite and virtual conferencing

We offer personal and professional advancement and a family friendly atmosphere that reflects our Core Values:

People - Integrity - Intention - Achievement – Humility

In addition to being a great place to work, we offer an anticipated salary range for this position, based out of Syracuse, NY is estimated at \$55,000 to \$65,000 annually. The actual salary will vary based on applicant's experience, skills, and abilities, geographic location as well as other business and organizational needs. NEIS Collective offers competitive benefit options as well as generous PTO, health and welfare benefits.

If you are looking to join a winning culture with a market leader... Please send your resume in confidence to Human Resources at hr@neis.com and visit us on the web at www.neis.com to see a collection of projects we've completed with passion and creativity and see why NEIS Collective is a great place to call your professional home.

Affirmative Action Equal Opportunity Employer/Drug-Free Workplace