

## **Blodgett Job Opportunity**

**Department:** Accounting  
**Job Title:** Staff Accountant

**Salary Range: \$50K - \$55K**

### **Position Responsibilities include, but are not limited to:**

- Create and enter general journal entries as part of month end close process.
- Review accounts for monthly reporting package. Accounts to include revenue and departmental expense accounts.
- Reconcile major balance sheet accounts such as A/R, Pre-Paid, Fixed Assets, and Operating Account.
- Review Daily Cash Reports.
- Monitor all intercompany accounts.
- Provide general auditor assistance as necessary.
- Work closely with A/P and A/R to ensure timely postings of operational accounting functions.
- Perform special projects and other accounting duties.

### **Required Qualifications:**

- Minimum Degree: Bachelors' required, preferred major in Accounting
- Understanding of GAAP
- Experience with MS Office is a must, including proficient experience level with MS Excel.
- Excellent communication skill, both written and oral.
- Must be detail oriented with excellent analytical skills
- Demonstrated work ethic, initiative and integrity, while within a team environment
- Ability to self-manage tasks
- Demonstrated reliability through attendance and self-motivation.
- Commitment to maintenance of a clean, organized and safe work environment

### **Preferred Experience / Skills:**

- ERP experience within a manufacturing environment.
- Infor Cloud Suites

***Above job description is general and management may assign other duties.***

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We offer a supportive and team-oriented environment, competitive salary, health, dental and vision plans, 401k, life insurance, short term and long-term disability, wellness programs, tuition reimbursement and COVID safe environment.

Blodgett is a subsidiary of the Middleby Corporation.

If interested please email resume and cover letter to Lynn Wolski, Director of HR at:

[employment@blodgett.com](mailto:employment@blodgett.com)

*We are an equal opportunity employer.*