



## Staff Accountant I - GSC

### Position Overview

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The Staff Accountant contributes to the day to day responsibilities of the accounting department and assists in the preparation and analysis of monthly consolidated financial statements and management reports for PMI and its business units. The ideal candidate will have strong Excel skills, an attention to detail, and the ability to learn new systems and processes quickly and easily.

### Responsibilities

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- Assist with the preparation of monthly commission statements, and respond to queries from external sales representatives.
- Assist in month-end closing of the general ledger including preparation and posting of appropriate journal entries and other tasks as assigned.
- Reconcile balance sheet accounts as assigned.
- Process and reconcile corporate credit card transactions.
- Audit employee expense reports for compliance with company policies.
- Assist with the gathering and preparation of information for various financial and regulatory audits.
- Perform ad hoc research and analysis of information from financial and management reporting systems.
- Assist with the design and testing of new functionality, modules, and fixes of the accounting software, as needed.
- Maintain documentation of policies and procedures.
- Cross-train additional functions in the accounting department to support other team members.
- Other duties as necessary.

### Proficiencies

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- Advanced Excel skills.
- Excellent written and oral communication skills; ability to communicate effectively and project a professional image when giving and taking information in writing, in person and over the phone.
- Solid word processing and spreadsheet skills with knowledge of Microsoft Word and Excel.
- Good personal skills with the ability to effectively work with individuals and groups at all organization levels; ability to work independently and as part of a team.
- Ability to respond effectively to sensitive inquiries or complaints.
- Ability to take initiative and prioritize tasks; good time-management, organizational, problem-prevention and problem-solving skills.
- Strong analytical ability with active listening skills.
- Ability to work accurately with close attention to detail.
- Ability to maintain confidentiality of sensitive information.
- Willingness to adapt to changing business needs and deadlines.
- Ability to study and apply new information.
- Possess a work ethic that includes neatness and punctuality.



## Education and Experience

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- 1-2 years work experience in an accounting department
- College degree in accounting preferred
- Advanced Excel skills required
- Knowledge of Oracle EBS and/or Hyperion, a plus

## Interaction and Environment

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- Reports To: Senior Accountant
- Work areas are inside in a climate-controlled environment with moderate background noise.

## Physical Activities Required to Perform Essential Functions

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- Sitting/Standing/Walking: Approximately 95% of time is spent working at a desk. Balance of time (approximately 5%) is spent moving around work areas.
- Speaking/Hearing: Ability to effectively communicate with co-workers, customers and outside agencies, by telephone and in person.
- Vision: Ability to effectively use a computer screen and interpret printed materials, memos and other appropriate paperwork.
- Lifting/Carrying: Ability to transport files and supplies.
- Stooping/Kneeling: Ability to access files and supplies.
- Reaching/Handling: Ability to input information into computer systems and retrieve and work with appropriate paperwork, equipment and supplies.

## Material and Equipment Used

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| • Computer           | Fax Machine             | Copier     |
| • Microsoft Outlook  | Telephone               | Voice Mail |
| • Ten Key/Calculator | General Office Supplies |            |

## About PMI

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Established in 1983, privately-held Pacific Market International (PMI) designs, manufactures and markets innovative food and beverage solutions designed for busy lifestyles. Our two most recognizable brands, Stanley® and Aladdin®, are both nearly 100 years old. PMI also operates a thriving private-label business for globally recognized companies. PMI is headquartered in Seattle, Washington, with offices in Shanghai, China; Rio de Janeiro, Brazil; Manila, Philippines and Amsterdam, The Netherlands. More information can be found at [www.pmi-worldwide.com](http://www.pmi-worldwide.com).

