



101 Industrial Drive  
Grove City, PA 16127

PH: 724.458.6391  
FAX: 724.458.4648  
[pineinstrument.com](http://pineinstrument.com)

Pine Instrument Company has an immediate opening for an experienced accounting professional to assume the duties and responsibilities of Senior Accountant.

Thriving at PINE Instrument Company requires embracing Pine's Vision of Success:

*Lead with Compassion - Follow with Respect - Interact with Integrity - Labor with Diligence - Invest with Wisdom*

### **JOB SUMMARY**

The Senior Accountant is part of a three person accounting department that serves six closely related entities. The department is responsible for all Accounts Payable, Accounts Receivable, Payroll, Sales Tax and General Ledger transactions and includes the Accounting Manager and Accounting Clerk.

### **QUALIFICATIONS**

- BS in Accounting
- 5 years' experience as an Accountant in a manufacturing environment
- 5 years' hands-on experience in Accounts Payable, Accounts Receivable, Payroll, General Ledger Management and Product Standard Costing
- Strong understanding of Financial Reporting Standards (GAAP)
- Extensive experience with Excel for data collection and presentation

### **PREFERRED QUALIFICATIONS**

- Experience with sales tax collection and remittance for multiple states
- Working knowledge of federal, state, and local tax compliance regulations and reporting
- Working knowledge of finance law and banking processes

### **ESSENTIAL FUNCTIONS**

The Senior Accountant has the following general responsibilities across all Pine entities:

- Work with the Accounting Manager to:
  - ensure all activities support GAAP
  - ensure all corporate and payroll tax filings are completed properly
  - track and complete all required government reporting requests
- Coordinate with each related Pine entity to ensure all activities support GAAP
- Proper collection and remittance of sales tax
- Support the preparation of all financial statements and tax returns
- Compile data in support of product standard cost system
- Ensure accuracy of capital equipment data
- Perform the duties of others in the accounting department when necessary
- Complete all internal reporting requests
- Support and maintain confidentiality guidelines

2020 08 31

To be considered for this position, you must apply at [www.pacareerlink.pa.gov/](http://www.pacareerlink.pa.gov/), posting # 14371637



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**The Chosen Candidate will enjoy**

- A sound and well-established company
- A healthy work environment
- A family-oriented culture for each other
- A balance of work, life, and family
- A competitive salary with excellent benefits
  - Medical, Dental, and Vision Insurance
  - HRA and FSA
  - Life, A.D.&D, Short-term Disability, Long-term Disability Insurance
  - 401k Match and Profit Sharing
  - Educational Assistance Program
  - Paid Time Off (PTO)
  - Unpaid Time Off (UTO)

We are an equal opportunity, affirmative action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or veteran status.

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