

Job description

SUMMARY

Choice Spine is a privately held company based in Knoxville, TN, and a leading designer, manufacturer, and distributor of specialized spinal implants, instrumentation, and biologics for the surgical treatment of complex spinal disorders. Choice Spine has been named a Top Knoxville Workplace for 5 consecutive years we offer a competitive salary, comprehensive benefits (including company-paid Life/STD/LTD), 401(k), paid vacation and holidays, and an excellent work environment.

To learn more about who we are and what we do, please visit www.choicespine.com

The Staff Accountant, as a member of the accounting team, will be the primary manager of the company's accounts payables process and will assist with the monthly and annual financial closes, prepare associated general journal entries, perform monthly closing duties as assigned, assist in preparing financial statements and reports. This individual should have a desire to learn, and the ability to meet deadlines.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Manage the accounts payable process including review and processing of invoices, liaise with procurement for review of vendor inquiries, maintain all AP reports, and scan/file invoices upon payment.
- Manage the company's expense reimbursement process including review, audit and processing of filed reports via Concur and paper filings.
- Calculate various monthly accruals and adjustments.
- Prepare monthly, quarterly, and annual general journal entries and enter upon approval.
- Manage fixed assets (BNA software) including additions/disposals/depreciation.
- Assist Controller with accounts receivable overdue schedule.
- Prepare monthly work papers and reconciliations for the purpose of confirming balances with appropriate staff.
- Perform various expense analysis projects as necessary.
- Assist with annual external audit.

QUALIFICATIONS

- Familiarity with Generally Accepted Accounting Principles in the United States.
- Strong Microsoft Office Skills- Excel and Word.
- Preferred – Experience with Concur

EDUCATION AND/OR EXPERIENCE

- Bachelor's degree in accounting, related field, or equivalent hours.
- 3-5 years of accounting experience

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. The working environment is typical of an office environment. The noise level in the work environment is usually moderate.

Job Type: Full-time

Benefits:

- 401(k) – Traditional and Roth
- 401(k) matching
- Dental insurance
- Employee assistance program
- Health insurance – PPO and Health Savings Accounts

- Life insurance
- Paid time off
- Vision insurance

Physical setting:

- Office

Schedule:

- Monday to Friday

Ability to commute/relocate:

- Knoxville, TN 37919: Reliably commute or planning to relocate before starting work (Required)

Application Question(s):

- what is your pay range?

Education:

- Bachelor's (Required)

Experience:

- GAAP: 3 years (Preferred)
- Concur (Preferred)

Work Location: One location (Knoxville)