



Job Title:	Staff Accountant	Position Type:	Full Time
Location:	Sheridan, WY	Date Posted:	09/06/2024
Level/Salary Range:	DOE	Posting Expires:	
Other Requirements			

Submission Information:

Kennon is an equal opportunity employer and will seriously consider every qualified applicant interested in joining our growing team. Please provide a cover letter, resume, and at least one personal and two professional references submitted through our webpage: <https://kennonproducts.com/careers/>

Questions or accessibility issues may be directed to: recruiting@kennoncovers.com

Job Description:

JOB PURPOSE

The Staff Accountant is an essential contributor, responsible for ensuring core accounting functions and supporting the organization's financial health. This includes timely payroll processing, managing payables and receivables, reconciliations, financial reporting, and compliance activities. Integrity is of utmost importance for this role. The ideal candidate will demonstrate integrity, a proactive mindset, and enthusiasm for contributing to organizational improvements. Reliability and commitment are crucial, with the flexibility to work extended hours during peak periods. The accountant will act as a business partner to other departments and help drive organizational efficiencies. Further, you will help in the development and continuation of the business owner culture by modeling our core values of integrity, caring, daring, and responsiveness.

JOB DUTIES/RESPONSIBILITIES

- Conduct period end closing procedures monthly, quarterly, and annually.
- Reconcile general ledger accounts including payroll related accounts.
- Accurately process payroll on a regular basis (bi-weekly).
- Ensure payroll is compliant with company policies and federal, multi-state, and local payroll laws and regulations.
- Be the primary contact and assist employees with payroll-related inquiries, discrepancies, and issues.
- Assist in human resources related record keeping and on and off-boarding process for employees.
- Support the management and processing of employee benefits and related payroll deductions such as health insurance.
- Review and verify payable invoices and check requests.
- Prepare, validate, and execute payment runs including checks, ACH, and wire transfers.
- Communicate internally and externally to resolve invoice discrepancies.
- Assist in the communication and collections of receivables.
- Monitor and ensure compliance with company internal controls.
- Prepare, validate, and report financial statements in a timely manner.
- Contribute to budget planning and ongoing financial tracking.
- Interface and communicate with various local, state, and federal government agencies.
- Prepare and submit annual reports to government agencies, such as surveys, assessors reports, and sales tax.
- Work closely with other team members and departments to ensure accurate reporting and efficient operations.
- Exhibit self-motivation and proactive problem solving.

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- Communicate effectively, honestly, and with transparency; able to hold critical conversations, including issues involving errors and risks.
- Honesty and transparency to communicate errors, risks, and other issues.
- Continuously improve the accounting and finance functions through internal controls and processes.
- Other accounting and finance duties as required.

MINIMUM QUALIFICATIONS & REQUIREMENTS

Our ideal candidate will have a combination of formal education, relevant experience, and leadership success including:

- Associate's or Bachelor's degree in Accounting, Finance, or related field combined with 1-5 years of relevant experience.
- Experience with accounting or ERP software (Quickbooks, Rippling, Masterplan, Sage, etc.).
- Intermediate Microsoft Office experience, specifically excel.
- Strong understanding of GAAP and financial reporting.
- Effective communication and relationship building.
- High level of integrity and ability to maintain confidentiality of sensitive information.
- Time-management skills and ability to meet deadlines.

ABOUT KENNON

Kennon Products has a forty-year history of proudly designing and manufacturing quality products that protect high value assets. Founded in 1984 to provide general aviation products, Kennon has grown into a multi-faceted company with international sales. We lead with cutting edge research and development, utilization of advanced materials and composites, and delivery of diverse product lines that include: preservation of private, commercial, and military aircraft integrity; safety in behavioral health; and life-protection for our service men and women. Our success has come through consistently providing innovation, ensuring superior design, and maintaining our commitment to quality.