

## JOB DESCRIPTION

**DEPARTMENT:** Finance

**MANAGER:** Jill McCoskey

**JOB TITLE:** Accountant

**DATE UPDATED:** August 2021

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### COMPANY OVERVIEW

Established in 1993, [Creative Materials Corporation](#) supplies surface materials such as tile, resilient flooring, pavers and setting materials to the commercial construction industry. Utilizing extensive experience, Creative Materials guides architecture firms, developers, and corporate multi-unit brands through product specification and the successful supply of materials. Creative Materials adds value to client's projects by offering an unmatched combination of product sourcing capabilities, nationwide supply chain solutions, and excellence in service.

### COMPANY VISION

To set a new standard for partnering with surface material suppliers on commercial projects.

### COMPANY MISSION

To help our clients design and build better communities by simplifying the selection and supply of surface materials on commercial construction projects.

### COMPANY CORE VALUES



*One culture, aligned around the same vision, living by the same values. We trust one another to do our part as a team to make each project successful.*



**Care About Others**

*We recognize that successful business outcomes require successful people outcomes. Our first priority is to be people helping people.*



**Client First**

*We're a service company that happens to sell products. It's how we apply thoughtfulness and problem solving to help clients achieve the best outcomes possible that sets us apart.*



**Creativity**

*In a rapidly changing world, what worked yesterday may not be effective today. We challenge the status quo, encourage innovation, and aspire to set new standards of how value can be offered to our clients.*

## **LOCATION**

Position is based in Albany, NY

## **SUMMARY**

This position reports to the Director of Finance and is responsible for monthly closings, inventory analysis, project profit/loss analysis and other accounting duties as assigned. We are looking for a reliable professional who is a team player and can work independently on assigned tasks.

## **RESPONSIBILITIES**

- Analyze inventory – purchases, returns, write offs
- Analysis of profit/loss by project
- Responsible for creating various monthly reports for customers and management
- Assist in the budgeting process
- Responsible for fixed assets
- Prepare monthly Journal Entries
- Prepare monthly account reconciliations
- Prepare budget vs actual analysis
- Prepare monthly commissions
- Assist in month end and year end close procedures
- Assist with payables and receivables as needed
- Other accounting department requests as assigned

## **SKILLS AND QUALIFICATIONS**

- BS degree in Accounting
- 1-2+ years of accounting experience.
- Strong written and verbal communication skills are required.
- High attention to detail is required.
- Positive attitude, strong work ethic, and ability to multitask.
- Excellent customer service skills are required.
- Strong proficiency in MS Office, with a special emphasis on Excel, is required.
- Experience with MS Dynamics NAV is desirable.