

# JOB DESCRIPTION

**DEPARTMENT:** Finance

**JOB TITLE:** Accountant

**MANAGER:** Jill McCoskey

**DATE POSTED:** March 2024

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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 rely on one another to execute consistently, openly communicate, and own the results 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. How we apply good judgment and problem-solving to help clients achieve the best outcomes sets us apart*



**Creativity**

*In a rapidly changing world, what worked yesterday may be ineffective today. We challenge the status quo, encourage innovation, utilize flexible thinking, and aspire to set new standards of how value can be offered to our clients.*

## LOCATION

*The position is located in Albany, NY.*

## POSITION SUMMARY

This position reports to the Sr. Director of Finance and responsibilities include analyzing inventory, creating customer credit memos, financial 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
- Identify opportunities for process improvements and efficiency enhancements within the accounting function
- Foster a positive and collaborative work environment within the finance team
- Participate in ad-hoc projects related to financial analysis, risk assessment, or system implementations as required by the finance department.
- Responsible for customer credit memos and returned items
- Responsible for filling out lien waivers
- Prepare monthly Journal Entries
- Prepare monthly account reconciliations
- Prepare monthly sales tax returns for various states
- Assist in month-end and year-end close procedures
- Assist with both accounts payable and accounts receivables as needed
- Assist in various audits
- Other accounting department requests as assigned

## SKILLS AND QUALIFICATIONS

- BS degree in Accounting
- 4-5+ 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 Microsoft Dynamics NAV/365 Business Central is desirable.
- NYS Notary preferred.

