



## CORPORATE ACCOUNTANT

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<b>DIVISION:</b>	USA	<b>JOB CODE:</b>	2001
<b>LOCATION:</b>	Corporate	<b>JOB FUNCTION:</b>	Accounting & Finance
<b>DEPARTMENT:</b>	Central Accounting	<b>FLSA STATUS:</b>	Nonexempt
<b>REPORTS TO:</b>	Corporate Accounting Manager	<b>EFFECTIVE DATE:</b>	3/5/2025

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### JOB SUMMARY

Responsible for accurate and timely recording of accounting transactions, performing monthly close processes, preparing reconciliations, and performing a variety of accounting functions.

### QUALIFICATIONS

#### Education/Experience

Bachelor's Degree in Accounting or related field, plus three (3) years of experience including day-to-day, month-end, and year-end accounting processes.

Experience working in a mid to large sized company and/or manufacturing industry and/or using Enterprise Resource Planning (ERP) systems, highly preferred.

#### Knowledge/Skills/Abilities

**Accounting Skills.** Working knowledge of basic US Generally Accepted Accounting Principles (USGAAP) based accounting principles and internal controls. Ability to comprehend, interpret, and apply internal policies and procedures consistently in daily activities. Ability to comprehend the transactional flow of financial and manufacturing cost accounting data through an ERP system.

**Core People Skills.** Ability to positively interact and work collaboratively with a diverse group of people at all levels of the organization and across the globe. Genuine with high ethical standards and values, and personal integrity and honesty. Ability to apply a large measure of common sense to a variety of situations.

**Communication Skills.** Ability to speak clearly and persuasively in positive or negative situations, listen and obtain clarification, and respond well to questions. Proficiency in writing clearly and concisely and editing work for spelling and grammar. Ability to vary writing style to meet business needs.

**Computer/Applications Skills.** Proficient computer skills using a variety of software applications systems, including ERP systems. Intermediate to advanced Excel skilled required and working knowledge of all other Microsoft Office products required.

**Analytical Skills.** Ability to define problems, collect objective data, establish facts, and draw valid conclusions.

**Core Business Skills.** Ability to exercise sound judgement and discretion in handling of proprietary and confidential information. Displays willingness to make decisions and work independently, without significant direction and to use resources effectively to "figure it out". Strong critical thinking skills, judgment and keen attention to detail and accuracy. Ability to work collaboratively within a matrix environment. Exceptional prioritization, time management and organizational skills. Ability to write routine reports and correspondence. Highly organized, detail oriented and self-disciplined.

**Professional Investment.** Demonstrated commitment to own personal professional development and learning. Proactively involved with professional and community organizations that promote professional growth and/or enhance Pyrotek's ability to meet and/or exceed goals and objectives.

**Travel.** Ability to travel up to 10%, primarily domestic. Valid US passport or ability to obtain.



## ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

1. Accurately prepare balance sheet reconciliations and assist in the maintenance of the monthly reconciliation files to include, but not limited to:
  - a) Reviewing timing of accruals and amortization schedules.
  - b) Maintaining accurate lease records, posting monthly lease accounting entries, and reconciling related accounts.
  - c) Providing tax department support for FAS entry and reconciling fixed assets balances to GL accounts.
2. Review and reconcile cash accounts daily including the posting of payments and bank adjustments. Maintain cash balance analysis and prepare end of month reports to include balances, interest, and investments in subsidiaries/dividends.
3. Prepare journal entries in the ERP system with appropriate supporting documentation.
4. Maintain Intercompany AR/AP including periodic invoicing and administration of the Pyrotek Global Netting tool and monthly process, by:
  - a) Promptly confirming invoice balances as needed.
  - b) Liaising with global financial offices to help solve invoicing/billing discrepancies.
  - c) Reconciling monthly global intercompany balances.
  - d) Maintaining intercompany prepaid records.
5. Prepare ACH, wire, and check payments on a weekly and as needed basis.
6. Complete assigned tasks in the completion of year-end audit activities.
7. Complete assigned month-end closing processes timely and accurately, including:
  - a) Performing pre-close activities to be completed by end of business on the last day of the month.
  - b) Handling initial closing entries to be completed within three working days of month-end.
  - c) Assisting the Corporate Accounting Manager with monthly and quarterly reporting including applicable reports for department managers.
8. Assist the Corporate Accounting Manager with:
  - a) Budget preparation.
  - b) Annual management fee and shared services.
  - c) Maintenance of accurate documentation of accounting processes.
9. Seek out continuous improvement methods to identify opportunities or implement changes to improve accounting processes or products, or to reduce costs.
10. Maintain a high level of communication and collaboration within the accounting department, to include cross-training to provide back-up support and serve as a role model for professionalism, service orientation, agent of change, education, and commitment to organizational goals and objectives.
11. Promote positive team member and customer relations by supporting Pyrotek's commitment to a working environment of tolerance, acceptance, and civility. Respond appropriately to inquiries, concerns, and complaints by being professional, courteous, and respectful at all times.
12. Maintain regular, consistent, reliable, punctual, and predictable attendance, as required to achieve internal and external customer satisfaction.
13. Actively and positively participate in problem resolution, demonstrating constructive communication, timely response, and effective resolution skills. Work effectively within team environments both within your department and across the organization.



14. Cooperate and comply fully with all Pyrotek policies and procedures. Actively support and follow the Pyrotek Safety Program.
15. Actively support compliance with all relevant ISO management systems by providing or tracking utility and waste management data for KPIs.
16. Participate in company/department meetings, training activities, continuing education programs and other associated activities.
17. Consistently promote and communicate Pyrotek’s core values through work performance.
18. Perform other tasks as assigned.

**PHYSICAL/SENSORY REQUIREMENTS**

*The following physical activities described here are representative of those required by a team member to perform the essential functions of this position. Reasonable accommodation, if feasible, will be made to enable individuals with disabilities to perform the functions of position.*

While performing the duties of this job, the team member is regularly required to talk, hear, and see. Must be able to sit for long periods-of-time, bend and reach, use stairs, lift up to 25 pounds occasionally and communicate effectively in English by telephone, in person and in writing.

**WORKING ENVIRONMENT**

Generally, will work in an office environment.

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Team Member’s Signature

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Date