

Blue Force Gear, Inc. (BFG) is a family owned tactical gear manufacturer. BFG is committed to attracting and retaining the best employees. In order to support our long term growth, we are seeking a results-oriented **Accountant**.

The Accountant is responsible for assisting in the development and maintenance of accounting policies and procedures. This position assists with the preparation of financial analysis reports, collecting pertinent audit information, preparing general ledger entries, and supporting budgets and forecast activities. Additionally, this position performs various accounting activities including account reconciliations, financial reporting, and year-end audit preparation.

Major Responsibilities

- Maintains financial reports, records, and general ledgers
- Prepares and analyzes budgets
- Assists in the preparation of tax returns
- Protects organization's value by keeping information confidential
- Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations
- Reviews accounting procedures and recommends modifications as necessary.
- Assists in the accurate and timely monthly, quarterly and year end close
- Performs monthly balance sheet reconciliations for select accounts
- Completes Intercompany accounting, eliminations and consolidations
- Ensures the timely reporting of all monthly financial information
- Supports budget and forecasting activities
- Advises staff regarding the handling of non-routine transactions.
- Responds to inquiries from the CFO, Controller and other department managers regarding financial results, ad-hoc requests, etc.
- Works both independently and collaboratively with special projects and workflow process improvements as needed
- Adheres to Blue Force Gear's safety programs to ensure a safe work environment
- Other duties, as assigned

Educational Requirements:

- Bachelor's Degree in Accounting or Business Administration with concentration in accounting

Previous Experience:

- Minimum of three (3) years of accounting experience, preferably in a manufacturing environment
- Must have a minimum of three (3) years' experience with Excel (including Pivot Tables, V-Lookups, etc.
- Must have solid understanding of generally accepted accounting principles
- Knowledge of Quickbooks is preferred
- Experience with mid-market ERP software is preferred
- Must have excellent analytical skills and attention to detail
- Ability to read and interpret documents; organize and analyze data is necessary
- Experience with start-ups is preferred

Competencies and Skills:

- Excellent communication and organizational skills
- Ability to multi-task, work under pressure, and meet deadlines
- Ability to work with multi-department teams
- Must work well in a fast-paced environment
- Strong customer service mentality
- Must be detail oriented

Blue Force Gear is an Equal Opportunity Employer and promotes Drug Free Workplace

Submit cover letter and resume to: BFGcareers@blueforcegear.com

Note: The statements above are intended to describe the general nature and level of work being performed by those assigned to the job. This list is not intended to be an exhaustive list of responsibilities, duties and skills required of personnel in this job. Responsibilities are subject to change at the discretion of the employer and do not establish a contract of employment – Blue Force Gear is an at will employer.