



Talalay Global, the largest producer of Talalay in the world and the only manufacturer in the United States, is searching for a Staff Accountant! Our Talalay is used in millions of the finest mattresses, pillows and toppers around the globe. This is an exciting opportunity to join a world class team!

The Staff Accountant is responsible for assisting the general accounting function by preparing journal entries, maintaining assigned balance sheet schedules, and preparing specified account reconciliations. Assist and support the Corporate Accountant in monthly closings and preparation of monthly financial statements. Additionally, assist in preparing budgets and forecasts, provide financial analysis and reports as requested, and provide back-up for various accounting functions.

Essential Duties and Responsibilities include the following:

- Compile and analyze financial information to assist in preparation of financial statements, including monthly and annual
- Prepare journal entries for assigned areas of responsibility
- Assist with Accounts Payable functions
- Own the Travel and Expense process, including receiving, reviewing, and processing expense reports
- Reconcile applicable balance sheet accounts and analyze expense accounts as appropriate
- Assist with month-end and year-end closings
- Investigate and resolve accounting discrepancies including variances of actuals versus plan
- Perform cost control and cost accounting activities as needed
- Create & maintain weekly and monthly financial reports (e.g. labor statistics, Utilities) to enhance understanding of business activities and facilitate improved review process
- Utility Analysis review, and monitoring on ongoing basis. Understand key drivers to most effective future procurement, including fixed pricing
- Assist in preparing budgets and forecasts
- Develop a full understanding of the processes and operations of the finance function, including its interactions with other functions
- Inventory –Report and review inventory on a periodic basis reconciling with Cost of Goods Sold detail
- Other Duties- Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required for the employee for this job. Duties, responsibilities and activities may change at any time with or without notice

Education/Experience:

- Bachelor's degree in Accounting, Finance or related discipline
- 4-5 years Accounting experience with some experience in costing
- Knowledge and experience of accounting computer applications
- Good technical computing skills including high level excel, and ability to work with data across multiple platforms
- Varied financial experience in Accounting functions including some in a manufacturing environment
- Experience using an ERP system (ABW experience a plus)

- Accounts payable experience
- Inventory Management and Sales Tax experience is a plus

Skills and Abilities:

- Highly motivated self-starter with the ability to drive for results
- Attention to detail and accuracy
- Good problem analysis and problem-solving skills
- Investigative mind
- Team player who can work well on a cross-functional basis with excellent communication skills
- Ability to prioritize and plan work activities. Uses time efficiently, develops realistic action plans
- Responds to management direction, follows instructions, keeps commitments
- Strong technology skills, including MS Office

Benefits:

Talalay Global recognizes that talented people are attracted to companies that provide competitive pay, comprehensive benefits packages and outstanding advancement opportunities. For this reason, we offer a Comprehensive Benefit Plan that includes the following:

- Medical and Dental Coverage
- Vision Care Coverage
- Disability Insurance
- Employee Life Insurance
- Flexible Spending Accounts
- 401k and company paid pension plan
- Paid Time Off

Talalay Global is an Equal Employment Opportunity/Affirmative Action/Drug-free workplace employer.