



## **Staff Accountant**

### **About our Company**

Hydromer® is a leading global surface modification and coatings solutions provider. As a trusted partner to companies worldwide, our solutions add value to our clients' products so that they can stand out in the marketplace. Hydromer® collaborates extensively with clients to deliver superior, customized polymer-based solutions. We create or modify coating formulations that adhere to a multitude of substrates and match the unique requirements and geometries of any device. The company is a leader in developing coating formulas and processes that meet a market-driven need for greener, more sustainable solutions. We offer custom industrial and medical device coatings, contract coating services, customized coating equipment, contract manufacturing, and turnkey operations backed by outstanding teams of research and development, customer service, and tech support. We are an FDA, GMP/ISO 13485, and ISO 9001 production facility.

Hydromer®, Inc. is an ISO 9001:2015 polymer research and development company that develops polymeric complexes for commercial use in the medical, commercial, cosmetics and other markets. Hydromer became a public company in September 1982. The company's symbol is HYDI, and company shares trade on the pink sheets' platform. Trading in the company's stock has been limited.

We have an immediate opening for a Staff Accountant. This position will support the Finance department on the day-to-day accounting functions, with high focus on production inventory management, manufacturing cost accounting, revenue, and financial reporting. This position will report into the Chief Financial Officer (CFO). The successful candidate will play an integral part in the month-end, quarter-end, and annual accounting close process, and the completion of the annual external financial audit.

### **Responsibility:**

The Staff Accountant is responsible for supporting the Finance team with billing, collections, A/R, A/P, inventory management, manufacturing cost accounting, general ledger, bank reconciliation, preparation of journal entries, financial and managerial reporting, fixed asset, assisting with annual budgeting and periodic forecasting, preparing statistical and financial reports for internal and external purposes, maintaining records retention, and assisting the Chief Financial Officer and others within the organization in a variety of financial, operational and administrative tasks, as required. The staff accountant is responsible for providing back-office ERP system support with raw materials, and supplies by directing receiving, warehousing, and distribution activities in the QuickBooks ERP system.

### **Job Duties:**

- Prepare customers' invoices and manage A/R collection activities.
- Process customer payments via checks, ACH, wire transfers, and credit cards.

- Support A/P activities to ensure accuracy and timeliness of bill creation payment.
- Timely process payments for vendors and maintain vendors' accounts.
- Record and maintain pre-paid and accrual subsidiary ledgers.
- Manage international A/R and A/P transactions.
- Record cash from bank statements to general ledger on a regular basis.
- Perform periodic bank reconciliation and settlements.
- Assists with cash management by monitoring operating accounts and requesting funds transfers needed to fund the operations.
- Analyze cash, receivables, and revenue for accuracy.
- Reconcile cash, A/R, other assets, and fixed assets monthly.
- Research accounts variances and follow-up on issues noted in a timely manner.
- Provide detailed analyses and explanations of significant transactions.
- Review general ledger accounts and prepare and post journal entries.
- Perform account analysis and reconciliation, including intercompany GL accounts.
- Support fixed assets ledger, depreciation, and reconciliation.
- Process periodic payroll for salaried and hourly employees.
- Prepare consolidated internal and external financial statements and variance analysis.
- Maintain the consolidation and intercompany elimination process.
- Prepare documentation and schedules for external auditor.
- Prepare Ad-Hoc reporting and participate on special projects, as requested.
- Maintain receiving, warehousing, and distribution operations by initiating, coordinating, and enforcing program, operational, and personnel policies and procedures.
- Safeguard warehouse operations and contents by establishing and monitoring security procedures and protocols.
- Control inventory levels by directing physical counts and reconciling with ERP system.
- Prepare manufacturing stock levels annual budget and periodic requirements; schedule and maintain expenditures; analyze variances; initiate corrective actions.
- Support the organization's mission, objectives, and goals by participating and completing other tasks, as needed.

**Skills and Qualifications:**

- Bachelor's degree in Accounting or Finance required.
- Minimum of two or more years of experience in Accounting, Finance, or related business area.
- Experienced in manufacturing cost accounting.
- Working proficiency in U.S. GAAP and SFAS rules.
- Strong accounting, financial reporting, and analysis skills, with great attention to detail.
- Excellent written and verbal communication skills with ability to interact with all levels of the organization.
- Ability to work efficiently with minimal supervision.
- Detailed oriented and strong organizational and interpersonal skills.
- Highly analytical and comfortable with working cross-functionality with all departments within the organization.
- Self-starter with initiative to work independently and with desire to improve processes.
- Excellent time management skills, ability to multi-task and balance priorities to meet tight deadlines.
- Ability to work in a fast-paced environment and quickly adapt to various situations.
- Excellent interpersonal skills and ability to work as a team member.
- Must be authorized to work in the U.S. without seeking corporate sponsorship.

**Software Proficiency:**

Required advanced proficiency in QuickBooks Enterprise Accounting Software, or other enterprise ERP systems (i.e. SAP, PeopleSoft, NetSuite, etc.) Proven advanced skills in Microsoft Office Suite (Word, Excel, PowerPoint, Access) required.

**Additional Desired Skills:**

Knowledge and experience in large Material Requirements Planning (MRP) and/or Customer Relationship Management (CRM) systems. Proficiency in data extraction and e-commerce solutions and platforms. Hands-on experience in troubleshooting of computer hardware related problems such as UPS, SMPS, printers and drivers, managing and maintaining servers, PCs, routers, and switches.

**Benefits Package:**

- Competitive compensation package
- 401K
- Healthcare (Medical, Prescription, Vision, Dental, LTD, Life Insurance)

- Paid Holidays, Paid Vacation and more