

Company Overview

Secret Creek is a renowned manufacturer of handcrafted fabric structures, including yurts, tipis, and canvas wall tents. Based in Montrose, Colorado, we pride ourselves on our craftsmanship and commitment to customer service, creating quality products that inspire adventure and connection with nature.

Summary

As a Staff Accountant at Secret Creek in Montrose, Colorado, you will play a vital role in managing our financial operations. This position is essential for maintaining accurate financial records and supporting our mission of delivering exceptional craftsmanship and service.

Responsibilities

- Prepare and maintain accurate financial statements and reports.
- Manage accounts receivable and accounts payable processes efficiently.
- Perform balance sheet reconciliations to ensure accuracy.
- Process payroll accurately and on time for all employees.
- Utilize accounting software to streamline financial operations.
- Conduct financial analysis to support decision-making processes.
- Assist in the preparation of budgets and forecasts as needed.
- Collaborate with team members to enhance financial reporting practices.

Qualifications

- Bachelor's degree in Accounting or Finance preferred.
- Proven experience in accounting roles with a focus on financial reporting.
- Strong proficiency in accounting software such as QuickBooks or Sage.
- Excellent skills in balance sheet reconciliation and payroll processing.
- Ability to analyze financial data effectively for reporting purposes.
- Detail-oriented with strong organizational skills to manage multiple tasks.
- Familiarity with Xero is a plus but not required.
- Effective communication skills to collaborate within a dynamic team.