



**JOB TITLE:** Staff Accountant – Business Systems  
**REPORTS TO:** Vice President of Finance

**LOCATION:** Charlottesville, VA  
**FLSA STATUS:** Exempt

Pepsi Cola Bottling Company of Central Virginia (PCVA) is seeking a dynamic results-oriented accounting professional who is knowledgeable about generally accepted accounting principles, practices, and procedures and can ensure that the implementation and integration of PCVA's business systems support these principals and policies. We are looking for a dedicated individual who embraces challenges and can rely on his/her experience, educational background and sound judgment to implement and integrate critical business applications to further the growth of PCVA.

### **JOB SNAPSHOT:**

The Staff Accountant - Business Systems role ensures the integrity of accounting and financial information as well as develop efficient access to such information by all types of internal and external users. This position will require proven experience with recommending solutions to solve business problems and successfully manage large scale implementation projects. This position will also be responsible for some accounting functions including backup support to the accounting department. This position addresses tight deadlines and a multitude of accounting activities including adjusting journal entries, preparation, bank reconciliations, financial reporting, year-end audit preparation and fixed asset accounting. This position also acts as an interface to internal customers at Pepsi-Cola Bottling Company of Central Virginia that are supported by the Executive Office to effect real time problem analysis and resolutions.

### **A TYPICAL WEEK FOR OUR STAFF ACCOUNTANT:**

- Understand the full range of functionality of VIP (integrated database for inventory, order fulfillment, sales, accounts receivable, full-service vending and commission calculations).
- Stay current on enhancement to VIP and evaluate usefulness to PCVA
- Serve as point person for implementation of new VIP upgrades, new VIP modules, etc
- Constantly be evaluating all data systems used by PCVA to ensure efficient flow of information from system to system.
- Make recommendation for enhancements to data systems, data management and reporting including cost benefit analysis and detailed implementation and training plan.
- Provide training to users of various data management systems
- Be responsible for or provide backup assistance for a number of accounting areas, such as fleet registration, tagging and tax reporting, fixed asset schedule maintenance, and/or inventory management.
- Other Projects as assigned

### **YOUR KNOWLEDGE, SKILLS & ABILITIES:**

- BS, Accounting Information Systems, Accounting, Computer Science with a minor in accounting or related field preferred or AAS or combination of experience required
- Five (5) years experience working in accounting, accounting information systems, or combination.
- Working knowledge of GAAP
- Working knowledge of VIP and Sage 100cloud, a plus.
- Must be proficient in Microsoft office including advanced in Excel
- Manufacturing experience is a plus!

- Exceptional project management skills
- Outstanding skills in training a wide range of users in complex systems
- Outstanding analytical and problem-solving skills
- Ability to interact and work with various business units to resolve issues
- Excellent written and oral communication skills. Must be able to communicate effectively with all levels of management
- Critical thinking and ability to work with minimal supervision
- Collaboration and able to work within a team environment
- Able to work under pressure in a dynamic environment with tight deadlines
- Ability to exercise sound and independent judgment
- Ability to manage time and prioritize multiple deliverables

**PHYSICAL REQUIREMENTS:**

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at a time.

***Family owned and operated for since 1908, Pepsi-Cola Bottling Company of Central Virginia is an Equal Opportunity Employer. To apply, please forward your cover letter and resume to Diane Schmidt at [dschmidt@pepsicva.com](mailto:dschmidt@pepsicva.com).***