



JOB TITLE: Staff Accountant – General Ledger
REPORTS TO: Controller

LOCATION: Charlottesville, VA
FLSA STATUS: Exempt

Pepsi Cola Bottling Company of Central Virginia is seeking a dynamic results-oriented accounting professional who is familiar with generally accepted accounting principles, practices, and procedures and can bring such skills to our solid and innovative company. We are looking for a dedicated individual who embraces challenges and can rely on his/her experience, educational background and sound judgment to plan and accomplish goals to further the mission of PCVA.

Salary Range is \$48K to \$53K depending on experience.

JOB SNAPSHOT:

The Staff Accountant ensures the integrity of accounting information by providing financial information to management by researching and analyzing accounting data, preparing reports, and ensuring the company is prepared for the annual financial audit. This position addresses tight deadlines and a multitude of accounting activities including adjusting journal entries, preparation of balance sheet reconciliations, financial reporting, annual budgeting, and year-end audit preparation. 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.

THE STAFF ACCOUNTANT IS RESPONSIBLE FOR :

- Prepare monthly bank reconciliation for all cash, credit card and money market accounts.
- Review and process daily sales entries into the general ledger
- Review and post reoccurring month end general journal entries
- Prepare monthly sales and use tax return
- Prepare monthly vending machine dealer's sale tax return
- Maintain prepaid expense accounts and post monthly entries.
- Prepare monthly reconciliations of key balance sheet accounts, including CDAs, Market Support, prepaids, accounts and notes receivable, accounts payable, etc.
- Assist HR with monthly reconciliation of payroll withholding accounts
- Assist with month-end closing cycle including preparation of monthly financial reports.
- Post quarterly commissary sales
- Provide assistance with annual budget formation
- Assist with preparation of annual audit information
- Cross trained on Fixed Assets and DMV transactions and reporting
- Assist with maintaining an effective document retention policy include destruction of old records according to Company policy
- Other Projects as assigned

PCVA IS LOOKING FOR:

- BS, Accounting or related field preferred or AAS or combination of experience required
- Three (3) years of experience as a Staff Accountant
- Working knowledge of GAAP

- Must be proficient in Microsoft office including advanced in Excel
- Manufacturing experience is a plus!
- Outstanding analytical and problem-solving skills
- Strict attention to detail, highly organized and efficient
- 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

To apply, please send your cover letter and resume to dschmidt@pepsicva.com. Family owned and operated since 1908, Pepsi-Cola Bottling Company of Central Virginia is an Equal Opportunity Employer.