

Monro Muffler Brake

Job Description

Job Title: Staff Accountant
Department: Accounting
Reports To: Finance Manager/Supervisor

SUMMARY

Applies principles of accounting to analyze financial information and prepare financial reports by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Main point of contact between Monro and its banking partners. Process daily bank files, prepare wire transfers and ACHs on a daily basis, ensure all cash transactions requiring Finance Manager release are done each day in a timely manner, process letters for daily and weekly borrowings and paydowns as needed, prepare a 4 week cash forecast each week, prepare a daily analysis of cash utilized and cash received, maintain list of authorized signors on all bank accounts and adjust as needed and various other corporate banking duties. Additionally responsible for coordinating banking locations for all of the companies over 1100 locations and working with branches if stores are having any trouble depositing. This includes performing regular reviews of our banking fees and evaluating moving stores to different banks depending on deposit fees and maintaining a list of the imprest balances at all locations and propose adjustments to management as the business changes. Prepare various reports and journal entries associated with the cash function including monthly interest analysis, spiff analysis and quarterly weighted average debt analysis. Assist with annual budgeting process, including detailed budget line, account reconciliations and special projects. Identify opportunities for improving profitability by analyzing trends noted in the various analysis performed. Recommend process improvements in accounting and analysis procedures. Other duties as assigned.

SUPERVISORY RESPONSIBILITIES

This job may have supervisory responsibilities.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Motivated professional with strong analytical skills who performs with a high degree of accuracy and is attentive to detail. Good organizational, interpersonal and excellent verbal and written communication skills required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Four year accounting degree plus three or more years' experience required. Proficient in Excel.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedures. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and public groups.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to stand, walk, and reach with hands and arms. Specific vision abilities required by this job include close vision.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

WAGE AND HOURS: Full-time, salaried professional position. Must be able to work until 6:00 PM, occasional evenings, and some weekends.

I have read and understood the responsibilities listed above. I have received a copy of this job description.

NAME

DATE

Any employee who wishes to apply for this position should have held their current position for a minimum of one year. An individual who has not yet met this one-year requirement should discuss their career path with their immediate supervisor prior to completing an internal application. All candidates must complete an Internal Candidate Application and return it to the Human Resource department.

To Apply: hr4u@monro.com