



Rapid Packaging – Accountant

Job Title: Accountant
Department: Accounting
Location: Champlin, MN 55316 (local/onsite)
Position Type: Full-time (Monday through Friday 8am – 5pm/Onsite); **hybrid schedule available after initial training and onboarding**

Rapid Packaging has an exciting new opportunity for a staff level Accountant to become part of our Accounting and Finance team! Consider joining our dynamic team where you'll provide essential accounting support in line with GAAP principles. Your role will encompass business analytics, reporting, journal entries, account reconciliations, fixed asset management, and budget preparation assistance. Your strong accounting and analytical skills will be pivotal in collaborating with all levels of management

Rapid Packaging is a customer-focused and growth-oriented company who has been a leader in the packaging industry for over 40 years! We've been previously recognized as a "100 Best Companies to Work For" and recently voted as a Star Tribune Top Workplace in MN for the last two years. Rapid Packaging specializes in helping customers discover their hidden profits through innovation and are recognized for our single source provider of packaging products and equipment.

As an employee of Rapid Packaging you will become part of an energetic team environment that truly recognizes its employee's hard work. We offer competitive pay, an excellent PTO and benefits package, as well as an Employer 401k match.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Analytical Duties
 - Prepare ad hoc analysis for periodic reporting on sales, inventory, expenses, etc. using Epicor Prophet21, Report Studio, Business Analyzer, MITS, Crystal Reports, and other reporting tools, interpret findings and provide insight/recommendations
 - Set up automated reports from analytical software as appropriate
 - Work directly with managers for data/report requests
 - Prepare charts and/or PowerPoint presentations to explain findings
 - Provide data support to the Controller upon request
- Journal Entries
 - Post daily, weekly, and monthly journal entries
- Month End Reconciliations
 - Reconcile balance sheet accounts to the general ledger: Petty Cash, Inventory, Prepaid Expenses, Fixed Assets, Accrued Expenses, Customer Rebates, Flex, HSA, 401k, Garnishments, and Customer Deposits
- Fixed Asset List Maintenance
 - Enter and maintain fixed asset acquisitions and disposals in Asset Keeper Pro

- Provide asset reporting and adjust depreciation on a periodic basis
 - Act as primary resource with auditors for fixed assets
- Budget Preparation Assistance
 - Participate in the gathering of inputs to support the sales budgeting process, including attrition, product group analysis and new account sales activity
 - Compile data for departmental expense planning
- Compliance
 - Prepare, review, and submit documentation in support of external and internal audits
 - Review and calculate right-of-use asset entries in accordance with the ASC 842 lease standard
 - Provide supporting data for year-end revenue recognition calculations
- Cross train with other functions in the accounting department

REQUIREMENTS:

- Bachelor's Degree in Accounting/Finance and two plus years related experience and/or training (or equivalent combination of education and experience)
- A commitment to ethical business standards and personal integrity
- Self-motivation and ability to work with minimal supervision
- Keen eye for process improvement opportunities
- Strong organizational skills and attention to detail
- Ability to extract and interpret data from Prophet21 ERP database, Business Analyzer software, MITS/TDF, Crystal Reports, and other company databases
- Experience with Microsoft Office software suite (Word, Outlook, Excel, PowerPoint, Teams)
- Prefer strong Excel skills – ability to create pivot tables, charts, and utilize advanced functions
- Demonstrated ability to work effectively with customers, and the ability to convey a positive and professional image of service and support to employees at all levels of responsibility in the company
- Ability to maintain confidentiality of sensitive and confidential company and employee/employment related information
- Approachable and supportive when working with others
- Ability to define problems, collect data, establish facts, and draw conclusions

APPLICATION INSTRUCTIONS

Please submit resume and salary requirements to hrmanager@rapidpackaging.com.

We are an Equal Opportunity Employer and do not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity, status as a veteran, and basis of disability, or any other federal, state, or local protected class.