

# CYTOSPORT®

**JOB SUMMARY:** To administer various systems used to accumulate and record financial transactions. To prepare various financial reports, record journal entries, prepare reconciliations, and perform financial analysis for management as required.

1. Responsible for proper recording of invoice payments and journal vouchers to ensure accurate financial reporting. Reviews financial statements and voucher book for properly recorded transactions.
2. Manages the period close process as well as performs timely and accurate reconciliation of general ledger accounts including accounts payable, accrued expenses, accrued marketing, inventories, and prepaid expenses, to name a few.
3. Manages the General Accounting Clerk providing oversight and direction for accounts payables, payroll, Pcards and other general accounting duties.
4. Prepares weekly Sales reports of tonnage, net sales and margins, which include comparisons to previous year, AOP and reforecast.
5. Tracks and records all advertising and marketing expenses and prepares monthly reconciliation report, which includes comparisons to AOP. With trade promotion data from the Trade Spend Manager, performs trade spend analysis for Finance and Sales.
6. Preparation of AOP and quarterly reforecasts. Works with the Sales team for topline sales, tonnage and trade data. Works with Marketing and Corporate Cost for Cost of Goods data. Works with the CFO on SG&A data.
7. Responsible for Price Administration and Brokerage.

**Requirements:**

- 1 -2 year experience in accounting.
- Bachelor's degree in Accounting.
- Well-developed written and verbal communication skills.
- Strong analytical, problem solving and decision making skills.
- Self-starter with strong time management skills.

**CytoSport, Inc. is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, age, religion, gender, gender orientation, gender identity, national origin, disability, or veteran status.**