

Corporate Headquarters
1100 Pontiac Court
Bushy Run Corporate Park
Export, PA 15632

West Coast Distribution
4230 N 5th Street
Suite 100
North Las Vegas, NV 89030

Central Distribution
14201 Sovereign Road
Suite 141
Fort Worth, TX 76155



Position: Staff Accountant

Department: Finance

Reporting to: Finance Manager

Job Status: Full Time

Location: Export, PA

Karndean Designflooring is a dynamic, rapidly growing manufacturer and distributor of luxury vinyl flooring. Our mission is to remain the market leader in luxury vinyl, currently the fastest growing segment in the floor covering industry, while continuing to provide high-quality service to all.

Key Job Responsibilities:

Accounting

Staff Accountant

- Review all invoices for appropriate documentation and approval prior to payment.
- Compiles and maintains Accounts Payable vendor records
- Processes invoices into Microsoft Dynamics Great Plains
- Reviews and processes expense reports
- Prints and distributes all payable checks
- Answer all vendor inquiries
- Maintains all accounts payable reports and spreadsheets
- Prepares analysis of vendor accounts
- Prepare monthly journal entries and account reconciliations

Qualifications:

- Bachelor's degree in Accounting/Finance preferred
- General Knowledge of accounting and understanding of the general ledger accounts and how they relate to invoices.
- Experience in Excel
- Experience in Microsoft Dynamics Great Plains a plus

