

Company Name: HUGOS FAMILY MARKETPLACE

Position: ACCOUNTANT

**Responsible:**

* Analyze, create, post and review journal entries
* Account classification and account reconciliation.
* Ensure general ledger accuracy.
* Maintain accounts according to recognized Accounting standards.
* Analyze financial information detailing assets, liabilities, capital and expenditures and make recommendations.
* Assist in the preparation of income, profit and loss balance sheets and other financial reports.
* Assist in preparation of budget guidance.
* Support audits and suggest ways to strengthen internal controls and improve process efficiency.
* Act as Accounting representative on task forces, as needed, and partner with various teams within the organization.
* Assist with development, documentation and updating of company-wide Accounting processes.
* Assist with creating/updating policies and procedures, including interpretation of relevant guidance.
* Ensure bank reconciliations are completed in a timely and accurate manner.
* Advise leadership in terms of financial reporting, tracking and performance.

**Desired Skills:**

* Strong knowledge of MS Office Suite and other accounting programs.
* Excellent knowledge of Accounting principles, policies and practices, including GAAP.
* Excellent understanding of income statements, balance sheets, general ledger, accounts receivable, and accounts payable.
* Ability to identify, understand, and interpret trends, patterns, and cause-effect relationships.
* Ability to identify areas for continuous process and system improvement.
* Anticipating and accept changing roles, directions, and work methodologies.
* Able to easily shift priorities.
* Demonstrate resilience and the ability to handle unexpected situations.
* Ability to interact comfortably with customers or colleagues up to the senior leadership level.
* Able to effectively present information and respond to questions in both one-on-one situations and group meetings.
* Respectful of differences and value the diversity of those on the team.
* Ability to acknowledge and appreciate success.
* Proactively work to accomplish critical/difficult tasks supporting business objectives.
* Able to apply analytical skills to evaluate and interpret complex situations.
* Presenting problem analysis and recommended solutions in a creative and logical manner.
* Handling a diverse range of issues requiring evaluation of a variety of factors, including business trends.
* Possess clear understanding of Valley Markets, Inc (VM) and Valley Liquors, Inc. (VL), supported stores/regions business models, objectives, competitive strengths and opportunities.
* Understand customer, market and industry trends and emerging challenges.
* Demonstrate excellent knowledge of the VM/VL product mix, supply base and retail operations.

**Education & Experience:**

BA/BS Accounting degree and 4-6 years relevant retail experience OR equivalent combination of education and relevant experience.

Competitive pay and benefits package.