



Georgia Crown Distributing Co.
Job Requisition Form

POSITION APPROVAL	
MANAGER SIGNATURE _____	DATE _____
HUMAN RESOURCES SIGNATURE _____	DATE _____

POSITION INFORMATION			
BRANCH: Corporate	DEPARTMENT: Finance	POSTION SUPERVISOR: Jimye Ford	
POSITION TITLE: Staff Accountant	POSITION START DATE: ASAP	TERRITORY (if applicable):	
<input type="checkbox"/> NEW POSITION	POSITION SALARY: tbd	POSITION HOURS: 8AM TO 5PM	RECRUITMENT DATES: 1/13/2012 TO
<input checked="" type="checkbox"/> OPEN POSITION			

JOB SUMMARY
<p>SUMMARIZE THE OVERALL PURPOSE AND OBJECTIVES OF THE JOB:</p> <p>Performs confidential accounting duties that mainly consist of general bookkeeping, general-ledger, account reconciliations, daily and monthly bank account reconciliations, financial statement processing, year-end close processing, budgets, fixed assets, internal auditing and report compositions for management. Other related duties are to be performed as assigned.</p>

MINIMUM QUALIFICATIONS
<p>MINIMUM KNOWLEDGE, CERTIFICATIONS, SKILLS AND ABILITIES TO ENTER POSITION:</p> <ul style="list-style-type: none"> • Minimum 3 years accounting experience and or related educational experience. • Bachelor's Degree in Business (i.e. Accounting, Finance, etc.) required. • Excellent oral and written communication skills. • Good interpersonal, organizational, and multi-tasking skills. • Logical and sound judgment, good analytical skills, and reasoning abilities. • Proficient user of MS Excel, Word and Outlook. • AS/400 experience beneficial. • Able to work with little supervision, while meeting daily, weekly and monthly deadlines. • Must have and be able to maintain valid drivers license. • Must have reliable transportation. • May be required to carry 100K/300K/100K liability insurance coverage. • Must pass background checks (i.e. police backgrounds, reference checks...) • Motor vehicle record will be pulled to establish employment eligibility <ul style="list-style-type: none"> • Cannot have DUI, Reckless Driving or Hit-and-Run in past 5 years • Cannot have more than 2 moving violations in past 3 years • Drug Free Workplace. • EOE.

WORKING CONDITIONS

ARE THERE PARTICULAR WORKING CONDITIONS ASSOCIATED WITH THIS POSITION THAT SHOULD BE NOTED (i.e. working environment, hours of work, travel, work space, etc)?

YES NO

IF YES, PLEASE EXPLAIN:

Travel to other branches (GA/AL/TN) is required for internal audits.

•

ANALYSIS OF PHYSICAL DEMANDS OF POSITION

CHECK PHYSICAL DEMANDS THAT APPLY:

<p>PHYSICAL REQUIREMENTS:</p> <p><input checked="" type="checkbox"/> STANDING <input checked="" type="checkbox"/> WALKING <input checked="" type="checkbox"/> SITTING <input checked="" type="checkbox"/> CARRYING <input checked="" type="checkbox"/> PUSHING <input checked="" type="checkbox"/> PULLING <input type="checkbox"/> CLIMBING <input type="checkbox"/> BALANCING <input checked="" type="checkbox"/> STOOPING <input checked="" type="checkbox"/> KNEELING <input checked="" type="checkbox"/> CROUCHING <input checked="" type="checkbox"/> REACHING</p>	<p>NUMBER OF POUNDS LIFTED:</p> <p><u>5</u> WAIST HIGH <u>5</u> SHOULDER HIGH <u> </u> ABOVE THE HEAD</p> <p>POUNDS ARE:</p> <p><input checked="" type="checkbox"/> CARRIED ALONE <input type="checkbox"/> CARRIED WITH ANOTHER <input checked="" type="checkbox"/> PUSHED <input checked="" type="checkbox"/> PULLED <input checked="" type="checkbox"/> HELD</p>	<p>WILL OPERATE:</p> <p><input checked="" type="checkbox"/> TELEPHONE <input checked="" type="checkbox"/> COMPUTER <input checked="" type="checkbox"/> ELECTRONIC EQUIP. <input type="checkbox"/> HAND TOOLS <input type="checkbox"/> ELECTRIC TOOLS <input type="checkbox"/> FORKLIFT <input type="checkbox"/> SLIP SHEET <input type="checkbox"/> PALLET JACK</p>
<p>SENSORY ABILITIES:</p> <p><input checked="" type="checkbox"/> SPEAKING <input checked="" type="checkbox"/> HEARING <input type="checkbox"/> TASTING <input type="checkbox"/> SMELLING <input checked="" type="checkbox"/> READING <input checked="" type="checkbox"/> SEEING <input type="checkbox"/> DEPTH PERCEPTION <input checked="" type="checkbox"/> COLOR VISION</p>		<p>MENTAL ABILITIES:</p> <p><input checked="" type="checkbox"/> READ ENGLISH <input checked="" type="checkbox"/> WRITE ENGLISH <input checked="" type="checkbox"/> BASIC MATH SKILLS <input type="checkbox"/> WEIGHING/MEASURING <input checked="" type="checkbox"/> DRAWING CONCLUSIONS <input checked="" type="checkbox"/> ANALYZING DATA <input checked="" type="checkbox"/> SOLUTION SEARCHING <input type="checkbox"/> CREATING METHODOLOGY <input checked="" type="checkbox"/> CONDUCTING RESEARCH <input type="checkbox"/> MANAGING/SUPERVISING <input type="checkbox"/> EVALUATING</p>

Please send resume to:

Georgia Crown
Distributing Co.
100 Georgia Crown Dr.
McDonough, GA 30253