

Staff Accountant

This is the first step in a career path that is expected to culminate in a senior financial role within our organization. As such, the candidate must have the potential, ambition, and commitment to explore his or her capabilities and to learn what makes our company tick. On a routine basis, the Staff Accountant will perform a variety of functions to ensure that supporting records are accurate and complete in order to support the filing of a variety of tax returns, and will provide general support to the treasury function. The successful staff accountant, like all members of the team, become the subject matter expert in all assigned areas. This position is exempt, and reports to the Controller.

Critical job functions

- Daily reconciliation of all bank accounts, investigation and resolution of outstanding items
- Monthly reconciliation of purchase card accounts; management of purchase card program
- Monthly reconciliation of various debt instruments
- Daily Initiation of electronic funds transfers, wire transfers, and other financial transactions
- Monthly and quarterly preparation and filing of sales and use tax returns for multiple companies and jurisdictions
- Monthly and quarterly preparation and filing of IFTA, highway use, and various petroleum tax returns
- Quarterly preparation and filing of various payroll tax returns
- Prepare and import various data to facilitate processing of complex accounts payable transactions
- Prepare standard monthly accounting entries and balance sheet reconciliations, propose adjusting entries as needed
- Respond to various government statistical surveys
- Other analytical and accounting tasks may be assigned

Skills Required.

- Working knowledge of US GAAP
- Exposure to multi-state tax issues, excluding income taxes
- Commitment to continuous improvement
- Proactive nature, with a sense of urgency to handle multiple tasks and deadlines in a fast-paced, ever-changing work environment
- Analytical focus to be able to identify trends, discover causes of variances, and identify improvement opportunities
- Advanced skills with standard office software (MS Excel, MS Word, MS Outlook)
- Ability to analyze and follow detailed procedures, establish new procedures as needed
- Basic skills with Crystal reports preferred
- Excellent oral and written communication skills

Education and Experience Required.

- BS/BA in Accounting, Finance, or Economics
- As this is an entry position, specific experience in the assigned duties is not required, but preference will be given to candidates with some experience.

Physical Demands.

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to stand, walk, sit and use hands, reach with hands and arms, handle, feel, talk, and listen. The employee is occasionally required to climb or balance, stoop, kneel, bend, crouch or crawl. The employee must frequently lift and/or move up to ten pounds.

Work Environment.

The noise level in the work environment ranges from moderate in the office to occasionally loud at field locations.