

## JOB DESCRIPTION

**Job Title:** Accountant  
**Department:** Office  
**Reports To:** General Mgr.  
**FLSA Class:** Non-Exempt  
**Pay Type:** Hourly

### SUMMARY

Perform a variety of office and accounting responsibilities with a high level of accuracy and attention to detail including handling sensitive and confidential information, Accounts Receivable, Accounts Payable, Payroll, Sales tax, account management, cash flow, customer relations, collections, auditing & reconciliations, shipping, travel arrangements, assist others.

### ESSENTIAL DUTIES AND RESPONSIBILITIES (include the following, however, other duties may apply.)

- Maintain confidentiality of sensitive information.
- Comply with all company, local, state, federal regulations, and generally accepted accounting practices.
- Compiling, analyzing, reporting financial data, creating reports, presenting data to management.
- Maintaining accurate financial records and reports.
- Perform accounts receivable duties of invoicing customers, add billable items including shipping or fees to invoices, enforcing payment terms, receiving and posting payments, issuing credits & refunds, bank deposits, collecting and remitting multi-state sales tax, tax exemptions, prepare & send monthly customer statements, maintain customer relations, manage customer accounts, assist sales and cost accounting by helping with closing of job orders/sales orders, maintain and reconcile petty cash.
- Initiate collection efforts of past due balances by calling customers, sending letters, revoking credit terms, working with collection agencies when warranted for accounts authorized by management to be sent to collections.
- Perform accounts payable duties of entering vendor bills, assigning expense accounts, schedule payments, print & mail checks, make ACH payments, record payments, assist with employee expense reports, call attention to questionable bills or cost trends with General Mgr.
- Process weekly payroll, review timecards, track attendance, enter time for hours worked, holiday, vacation, sick, or other time off, submit direct deposits, remit payroll taxes, withhold and remit garnishments, 401(k), and other employee withholding and benefits, reconcile employee benefits and withholding.
- Perform reconciliation of open Eli Bridge job orders to A-1 Metal Fab. Invoicing to customers. Ensure job orders have all materials & labor posted, close out job orders and create Eli Bridge invoices to A-1 Metal Fab. For sub jobs/custom work. Ensure all job orders have been billed to A-1 Metal Fab. customers.
- Perform month-end record keeping, transactions, adjusting journal entries, monthly reconciliations, maintain cash flow actuals & projections, assist with year-end inventory, complete year-end working papers, complete year-end payroll reports and forms 1096, 1099, W-2, W-3.
- Run aging or other reports to keep accounts current, audit accounts, investigate and resolve account discrepancies.
- Arrange domestic & international shipments via full truck, LTL, parcel carrier, or USPS, generate bill of lading and customs documents, bill shipping costs to customer, handle damage claims.
- Ability to learn and utilize our business system software, proficiency in QuickBooks, Excel, Outlook, Word, utilize web portals to vendor & customer systems.
- Perform office functions of answering multi-line phone, process mail, use email & fax, arrange travel, maintain records, scan documents, file documents.
- Creates ride sales related tracking documents, signature sheets, and maintains records.

- Updates ride pricing sheets and price books by collaborating with sales and General Mgr.
- Work in a pleasant and professional manner, greets visitors, vendors, and customers, receives and route incoming calls and mail, interacts and assist coworkers.
- Performs all tasks in a safe and responsible manner.
- Utilizes and abides by company policies and procedures including ethical conduct and honesty.
- Complies with all local, state, and federal laws, policies, rules, and regulations.

### **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

### **QUALIFICATIONS**

To perform this job satisfactorily, an individual must be able to perform each essential duty satisfactorily. Shall work with high degree of accuracy and attention to details. Must have a general knowledge of local, state, and federal financial regulations and generally accepted accounting practices. Possess experience in accounting or finance. Demonstrate ability to set own goals, keep accounting transactions and reports current with little supervision.

### **EDUCATION and/or EXPERIENCE**

- Bachelor's degree in accounting or finance preferred
- Two or more years related work experience preferred
- Experience with one or more business accounting systems

### **LANGUAGE SKILLS**

Must be fluent in the English language and be able to communicate effectively both written and verbally.

### **MATHEMATICAL SKILLS**

Ability to perform basic mathematical computations. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

### **REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of mathematical information, recognize and resolve discrepancies.

### **PHYSICAL DEMANDS**

Ability to lift 20 lbs. when required. While performing the duties of the job, the employee is regularly required to sit for lengthy periods, stand, walk, bends at waist, reach out, grip, grasp, and keyboarding. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing essential inside office functions of this job. The temperature is regulated by heating and air conditioning and the noise level in the work environment is typically low.