

Position Title	Staff Accountant
Category	Finance
Job#	2016002
Company	DFS
Location	Boise ID
Date Posted	2/3/16
Type	Full time

SUMMARY: In this multi-faceted role, you will perform various functions within the accounting cycle. Areas of responsibilities will include Accounts Receivable, Job Order Costing, Fixed Asset Management and General Ledger Accounting.

RESPONSIBILITIES:

- Customer order status tracking from the creation of a quote until the final closure of the order in the ERP system, assisting the Plant Controller in reporting order status to management
- Post cash receipts into ERP system
- Monitor overdue accounts, collections, problem resolution
- Daily/Monthly bank reconciliation
- Maintain Fixed Asset schedule
- Post to the General Ledger, trial balance, adjustments, journal entries
- Prepare sales and use tax returns
- Enter labor hours into ERP system for job costing purposes
- Prepare Job Cost Reporting including budget vs actual summary and supporting details
- Act as an integral part of financial audits, bank audits, 401(k) audits and others as needed
- Assist Controller and Human Resources with various assignments
- Back-up AP clerk as needed
- Ensure tasks are completed accurately by consistently maintaining excellent attention to detail

SKILLS:

- Demonstrate ability to work independently and with minimal supervision and ensure tasks are completed accurately by consistently maintaining excellent attention to detail
- Able to manage time and prioritize tasks effectively
- Apply basic mathematical skills and analyze mathematical trends in data
- Ability to analyze financial information, identify discrepancies, and provide solutions
- Significant experience with MS Office suite, with particular emphasis on Excel skills
- Strong knowledge of US GAAP accounting principles. Knowledge of state/federal tax issues.
- Prior experience with implementation and upgrade of ERP applications

EDUCATION: Associate's or Bachelor's degree in Business, Accounting or Finance. At least three years accounting experience including A/R, A/P and Job order costing, or equivalent combination of education and experience.

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