

Position – Accounting Assistant

OVERVIEW: Primary responsibilities involve assisting the CFO and other Accounting staff in the administration of company accounting records. This position coordinates the monthly general ledger closing process for all InterChange Group entities. Specific responsibilities include analysis of fuel usage for the company fleet, reviewing corporate purchasing card activity, recording maintenance labor allocations, preparing monthly journal entry uploads and completing various account reconciliations.

REPORTS TO: Chief Financial Officer

WORK HOURS: 8:00am to 5:00pm Monday - Friday

DUTIES AND RESPONSIBILITIES:

- Coordinate the monthly closing schedule to ensure that ledgers are closed in an accurate and timely manner.
- Prepare monthly journal entries to ensure that revenue and expense are recorded in the appropriate time period.
- Analyze monthly Income Statements and Balance Sheets for various entities, make adjusting entries as necessary.
- Complete monthly account reconciliations for various Balance Sheet accounts and resolve discrepancies.
- Assist in the administration of CarrierWeb, web-based truck tracking software.
- Analyze monthly fuel consumption for a fleet of 40 trucks and report performance metrics to the divisional manager.
- Compile quarterly fuel tax reports using Prophecy software.
- Process monthly corporate purchasing card statements to verify transactions and to ensure accurate account coding.
- Perform bi-weekly upload of summary payroll data into the general ledger.
- Enter fixed asset additions and deletions in depreciation software.
- Other special projects as assigned

MINIMUM QUALIFICATIONS REQUIRED:

1. Bachelors degree in Accounting preferred
2. Minimum three years of experience in an accounting related position
3. Must be a “self-starter” and be able to work with minimum direct supervision
4. Must be able to work accurately and efficiently
5. Strong organizational skills required
6. Ability to maintain a high degree of confidentiality will be expected
7. Good written and spoken communication skills
8. Strong computer skills, including MS Office suite. Experience with Microsoft Dynamics NAV is preferred.
9. Ability to remain flexible in work assignments and to shift work priorities as necessary to meet reporting deadlines