



Position: Staff Accountant

Location: Blaine, MN

Description:

PRIMARY OBJECTIVE: The Accountant is responsible for supporting the Controller and Accounting Manager in carrying out the responsibilities of the Accounting Department. Perform a variety of accounting and bookkeeping duties according to established policies and procedures.

Tasks:

- Manages the fixed asset functions for the Company.
- Analyzes capital equipment additions and disposals for compliance with company capitalization policy and ensures that data is entered into the computer system properly.
- Prepares annual reporting of gains and losses on disposals.
- Responsible for reconciling fixed assets from subsidiary ledger to the general ledger
- Analyzes book depreciation accrual and makes adjustments to accurately record depreciation expense.
- Interfaces with the computer system to calculate depreciation for the following purposes: Book expense, federal taxes (MARCS, AMT, ACE ACE (AMT)) and state taxes
- Prepares audit and tax work papers and supporting schedules for the outside auditors.
- Prepares all personal property tax returns.
- Assist with the monthly reconciliation of the following: cash, inter-company and trade accounts receivable and payables, miscellaneous receivables, work in process, debt and accruals.
- Manages accounts payable functions for the Company.
- Prepares payments by verifying documentation and requesting disbursements
- Maintains relationships with Purchasing managers at each plant
- Ensures all invoices are processed and posted to the AP system
- Responsible for month end closing process and entries
- Serve as primary back up for the payroll reporting functions of the Company.
- Assists in financial management and analysis, as requested.
- Perform other duties as assigned.

COVID-19 considerations:

To keep our employees safe we take daily temperatures and wear masks when in any common areas. We have multiple hand sanitizer stations around the office and signage to help remind employees about taking measures to reduce the spread of the virus.

Contact: Submit resume to: Ikeate@daytonrogers.com