



Position: Staff Accountant

Location: Blaine, MN

Description:

PRIMARY OBJECTIVE: The Accountant is responsible for supporting the Controller and Executive Director of Finance & Operations 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 adjusts 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.
- Responsible for monthly reconciliations of the following: cash, inter-company and trade accounts receivable and payables, miscellaneous receivables, inventory, work in process, debt and accruals.
- Responsible for month end closing process and journal entries
- Assists in financial management and analysis, as requested.
- Perform other duties as assigned.

COVID-19 considerations:

To keep our employees safe 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: hrcorp@daytonrogers.com