

Delivering Peace of MindSM

www.**Dircks**.com
4340 West Mohave Street
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JOB DESCRIPTION: STAFF ACCOUNTANT

Exempt (Y/N): Yes
Salary Level: \$40,000 - \$50,000
Shift: FT; M-F
Location: Phoenix, AZ
Employee Name:
Prepared by: Stacia Pitcher
Approved by: Holly Szotko

Job Code:
DOT Code:
Division: Dircks Mayflower
Department: Accounting
Supervisor: Controller
Date: 8/23/2017
Date: 8/23/2017

SUMMARY

Applies principles of accounting to analyze financial information & prepare financial reports by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Compiles and analyzes financial information to prepare entries to accounts, such as general ledger accounts, documenting business transactions.
- Analyzes financial information detailing assets, liabilities, and capital, and prepares balance sheet, profit and loss statement, and other reports to summarize and interpret current and projected company financial position for other managers.
- Billing of office and industrial, local, intrastate, international, commercial and other types of moves performed by DMS; entering revenue into DMS accounting system.
- Prints and audits invoices for accuracy, auditing and verification of third party invoices.
- Prints credit memorandums when necessary for incorrect billing.
- Audits contracts, orders, & vouchers, and prepares reports to substantiate individual transactions prior to settlement.
- Makes recommendations regarding the accounting of reserves, assets, and expenditures.
- Conducts studies and submits recommendations for improving the organization's accounting operation.
- Analyzes & prepares reports on all liability & equity accounts for month end reporting. (DMS & all related companies).
- Responsible for processing sales commissions, communicating information to sales associates, responding to inquiries and submitting final commission information to HR for payroll purposes.
- Responsible for ensuring all necessary journal entries are processed daily. (DMS and all related companies).

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- Responsible for ensuring A/P clerk has properly recorded & paid all A/P invoices.
- Responsible for ensuring all W-9 info is on file for DMS & related company vendors to ensure 1099 file can be completed accurately and timely.
- Assists in the preparation of annual audit by CPA.
- Responsible for analyzing, reporting daily cash flow. Including making transfers between accounts for the most cost effective use of lines of credit and investment accounts.
- Posts transactions to accounting records such as work sheet, ledger, or computer files.
- Assists in scanning of documents into the appropriate van line and local filing system.
- Other duties as necessary and assigned by management and supervisory personnel.

COMPETENCY

To perform the job successfully, an individual should demonstrate the following competencies:

- Must have solid understanding and ability to read and interpret financial statements.
- Must be able to demonstrate strong use of MS Excel, MS Word, and MS Outlook.
- Prefer experience with Great Plains, Paychex or Paylocity.
- Prefer experience with working with inter-company entries and/or multiple branches or divisions.
- Must be a team player who can multi-task in a fast paced, high volume environment who is flexible and can adapt to changing priorities.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities unless employees are being groomed to take on a future supervisory role. The Controller delegates supervisory responsibilities to subordinates as he/she sees fit.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE

Bachelor's Degree in Accounting or related field preferred; or 3-5 years of experience in an Accounting role. Will consider those currently pursuing a degree who meet the minimum years of Accounting experience. Must have experience with reconciliations to include bank and general ledger experience.

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LANGUAGE SKILLS

Ability to read and interpret documents such as financial documents, invoices, safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to communicate with all levels of employees within the organization. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry. Ability to review and analyze financial documents.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Ability to recognize financial anomalies and bring to the attention of management.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to stand and use hands to finger, handle, or feel. The employee is occasionally required to walk; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

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I have read and understand the above job description and understand that additional duties and responsibilities may be assigned.

Employee Name

Date

Approval

Date

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