



## **Rieck Staff Accountant**

### **Primary Responsibility:**

Reconciles various ledger accounts on a monthly basis, and assists in month end close processes.

### **Essential Duties:**

- Prepare and reconcile bank statement daily.
- Produce financial daily report for upper management.
- Maintain and update construction job costing records.
- Complete month-end journal entries and reconcile assigned accounts.
- Conduct and support ad-hoc financial analysis as assigned.
- Assist in payroll account reconciliation.
- Assist in payroll processing as needed.
- Prepare tax returns
- Present a professional image to all customers and co-workers at all times.
- Maintain a positive relationship with all departments of the company.
- Perform all other reasonable related duties as assigned

### **Qualifications:**

- Must show initiative, optimism, adaptability, persuasiveness and drive.
- Basic computer skills required, Word, Excel, Outlook, and ability to be trained on company ERP system.
- Required - 5 year minimum accounting experience and four year accounting degree
- Preferred- Certified Public Accountant
- Must have clean driving record and valid driver's license
- We are a Drug Free Work Place, therefore all employment is subject to prior drug screening and random screening thereafter
- Rieck Services is an EEO Employer

**Hours:** Part-time