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| **Position Title:** | Staff Accountant/Accounting II | |
| **Location(s):** | Farmington Hills, MI | |
| **Group Name:** | Accounting | |
| **Functional Area/Discipline:** | Accounting | |
| **Reports To :** | Controller | |
| **FLSA Status** | Exempt |  |
| **Work Schedule** | 8am-5pm: RF Connect is a Sales and Customer service driven organization it is expected that our colleagues will be flexible outside the typical business hours to achieve the objective of their position and provide outstanding Sales and Customer service to RF Connect Clients. |  |
| **Travel** | 0% |  |

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| Position Purpose | |
| Works independently to insure compliance with generally accepted accounting principles, company policies, and department goals.  Assists the Controller and the President in the daily functions of the accounting department. Assists directors and department managers in understanding the financial side of their operations. Takes initiative to resolve issues and concerns and exhibits good decision making skills. Individual must be a self-driven accountant who has aspirations for advancement. | |
| Position Responsibilities | |
| * Create project accounts in Quickbooks * Authorize access to project accounts * Review and approve overhead charges to be applied to projects * Close out project accounts upon project completion * Compile information for internal and external auditors, as required * Generate month-end depreciation and amortization entries * Reconcile credit cards and review activity and coding for accuracy * Perform financial analysis and answer questions regarding variances * Assist with Sales Tax and other compliance reporting matters * Perform accounts payable and accounts receivable duties * Provide reporting as required by Senior Management * Perform payroll duties * Perform other accounting functions and duties as needed | |

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| Position Requirements |
| * Intermediate Accounting coursework or equivalent work experience • Solid Microsoft Excel skills, Pivot Tables a plus • Accounts Payable/Receivable or other bookkeeping experience • Intuit QuickBooks knowledge a must * Attention to detail |
| **Experience**   * 2-4 years experience in accounting. * Project costing experience a plus * Must have excellent communication and writing skills |
| **Education/Vocational Training**   * Bachelors degree and/or industry equivalent experience. |
| **Environmental/Physical Demands**   * Must have use of hands/fingers and capable of lifting within regulatory limits |
| *The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of employees so classified. All employees may be required to perform duties outside of their normal responsibilities from time to time, as needed.*  *RF Connect is an Equal Opportunity Employer with leadership and a culture that supports diversity and inclusion.* |