



JOB TITLE: ACCOUNTANT

REPORTS TO: ACCOUNTING SUPERVISOR

CLASSIFICATION: NON-EXEMPT

PAY GRADE 9: STARTING AT \$18.77/HR

POST DATE: 10/29/2020

CLOSING DATE: 11/13/2020

SUMMARY/OBJECTIVE: This position is responsible for accurately performing a variety of financial tasks related to the maintenance and record keeping requirements of the company's general ledger and in accordance with established policies, procedures, and controls.

ESSENTIAL FUNCTIONS: Specific duties include, but are not limited, to the following:

- Ensure financial records are maintained in compliance with all policies and procedures.
- Ensure all financial reporting deadlines are met.
- Ensure accurate and timely monthly, quarterly, and year end close.
- Resolve accounting discrepancies and irregularities.
- Assist in financial audit preparation and coordination.
- Ensure accurate and appropriate recording and analysis of revenues and expenses.
- Reconciles all asset and liability accounts on a monthly basis
- Prepare monthly balance sheet schedules.
- Maintain inventory records and monitor transactions.
- Assist the Accounting Supervisor and Chief Financial Officer in journal entry supporting paperwork, bank reconciliation, financial report and budget comparison report preparation and distribution.
- Identify variations, fluctuations and deviations; provide assistance in the investigation of these items and report findings to the Accounting Supervisor.
- Document procedures and maintain internal accounting standards.
- Reviews accounts payable, payroll and daily sales reconciliations performed by the accounting assistants

OTHER DUTIES: Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

EXPECTATIONS/ABILITIES:

- Strong attention to detail.
- Must be able to operate calmly while in a fast-paced environment.
- Strong commitment to customer service.
- Excellent interpersonal skills. Superior written and oral communication skills.
- Effective time management and organizational skills.
- Must be detail-oriented.
- Ability to solve problems independently and within a team environment.
- Possess strong computer skills with proficiency in software including Microsoft Office.

SUPERVISORY RESPONSIBILITY: This position has no supervisory responsibility.

WORK ENVIRONMENT: This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, printers, phones, photocopiers, filing cabinets.

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. While performing the duties of this job, the employee is

regularly required to talk and hear. This is a largely sedentary role; however standing, sitting, walking, bending, and being able to lift 50 pounds safely is required.

POSITION TYPE/EXPECTED HOURS OF WORK: This is a full-time, non-exempt position. Days and hours of work are primarily Monday through Friday, 8:00a to 4:30p. However, evening and weekend hours are required as job duties demand.

TRAVEL: Little to no travel is expected for this position.

REQUIRED EDUCATION AND EXPERIENCE: Associate's Degree in Accounting or related field, 3+ years of experience and/or training considered in lieu of education requirements.

PREFERRED EDUCATION AND EXPERIENCE: Bachelor's Degree in Accounting or related field with 1+ years of experience performing the job duties required of the position.

CORPORATION STANDARDS: The foundation of success is found in meeting the following LDF Business Development Corporation expectations:

- Attitude of safety first
- Work ethic of loyalty, integrity, pride, perseverance, accountability, respect and teamwork
- Ambition to succeed
- Adheres to company policies and procedures
- Represents the company in a positive and professional manner
- Flexibility to work for extended hours in order to meet deadlines
- Handles oneself with professionalism during stressful situations
- Maintains positive attitude and morale
- Interacts effectively with all members of the company and all outside associates
- Completes responsibilities diligently
- Thinks big picture and takes into account long-term implications of ones' actions
- Works independently, exercises discretion, applies common sense and makes competent decisions
- Complies with designated work schedule
- Uses company resources wisely
- Maintains neat, clean and organized workspace
- Constantly analyzes for ways to improve individual and/or company performance

The LDF Business Development Corporation is committed to a drug-free workplace. To qualify for this position, the individual must submit to and pass a pre-employment drug screen with random testing thereafter.

EEO STATEMENT: LDF BDC provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty or status as a covered veteran in accordance with applicable federal, state and local laws. To the greatest extent feasible, preference will be given to qualified American Indians for employment opportunities.

HOW TO APPLY: To apply for this position, please complete an online application at www.ldfbdc.com or submit an application:

LDF BUSINESS DEVELOPMENT CORP.

ATTN: HUMAN RESOURCES

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