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| Job Title: | Accountant | Contact: | Denise Pettley |
| Department/Group: | Accounting | Location: | 385 N 700 W, NSL UT 84054 |
| Level/Salary Range: | \$23+ | Position Type: | Full-time |
| Date posted: | 09/26/2022 | Posting Expires: | Click here to enter a date. |

JOB DESCRIPTION

We are an innovative and growing Machine Tool Company seeking an accountant to help expand our growing team.

RESPONSIBILITIES

THE ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Performing basic accounting procedures, e.g. A/R, A/P, G/L, tax collection and payments.
- Preparing financial statements, e.g. monthly and quarterly financial reports, weekly forecasts to Management Team summarizing current and projected financial position.
- Month end and quarterly closing (e.g. balance sheets, income statements and cash flow statements).
- Finalizing invoices and communicating with customers to address any past due invoices on their account.
- Producing financial data for management team upon request and assisting with other special accounting projects from time to time

QUALIFICATIONS

- Associates’ or bachelor’s degree in Accounting, Finance, Business or related field preferred
- 2+ years progressive accounting experience in public accounting or similar work environment
- Strong organization, oral and written communication skills
- Ability to work independently and manage multiple projects and deadlines
- Strong computer aptitude, which includes expertise with Microsoft Excel and Word as well as experience with accounting software such as Quick Books, willing to learn co
- Analytical skills with particular attention to detail
- Ability to effectively manage time

ADDITIONAL INFORMATION

Revolution Machine Tools (RMT) offers benefits and significant growth opportunities. We are looking for highly organized, driven individuals who thrive in a collaborative team environment and will provide quality service to our customers.

Pay rate is negotiable based on experience.

Check us out at <http://www.rmtus.com>

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| Last Updated By: | Denise | Date/Time: | 09/26/2022 |
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