



## **Reliant Fire Apparatus, Inc. Job Description**

**Employee's Name:**

**Job Title:** Accountant/Bookkeeper

**Reports To:** Company Executive Officers

**Prepared By:** Reliant Fire Apparatus, Inc. President, Scott H. Krueger

**Prepared Date:** January 12, 2022

**Summary:** The position of the Accountant/Bookkeeper of Reliant Fire Apparatus, Inc. is to perform all internal company financial and accounting functions.

**Essential Duties and Responsibilities:** The position of Accountant/Bookkeeper of Reliant Fire Apparatus, Inc. will include the following essential duties and responsibilities, at a minimum, with other duties available for assignment based on situations.

The below are intended to describe the general nature and level of work being performed by people assigned to this job classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

### **FINANCIAL**

- Oversee and manage the general accounting functions, including but not limited to accounts payable, accounts receivable, general ledger, and preparation for taxes.
- Compile financial information and create entries to accounts, such as general ledger accounts and document business transactions
- Establish, maintain, and coordinate the implementation of accounting and accounting control procedures
- Enter all invoices and bills received into accounting system and company software
- Administrative responsibilities of company software (EMDECS) that include processing of work orders and purchase orders and converting them into invoices.
- Produce checks for payment to suppliers, personnel, etc.
- Process all credit card payments by customers and reconcile nightly batch report
- Maintain all PCI compliance information for credit card processing
- Prepare all invoices, receipt of payment and processing and recording of all account receivable functions
- Receipt of all accounts payable invoices, issuance of payment and processing and recording of all account payable functions
- Prepare all bank deposits
- Balance all bank accounts and process all necessary banking transactions
- Process and record all ACH deposits into accounting system
- Issue ACH payments and record into accounting system
- Utilize bank provided check scanner for check deposits
- Utilize bank website for transactions and record in accounting system



- Report and record all required information to outside payroll company for the processing of employee paychecks. To include but not limited to commissions for sales representatives and exempt employees and reporting hours worked and overtime for non-exempt employees, insurance deductions or other employee wage garnishments
- Record all employee paychecks prepared by outside payroll company into company accounting system
- Record all withdrawals for taxes into company accounting system
- Record all withdrawals for company 401K into company accounting system
- Record all payroll and company 401K fees into company accounting system
- Review all reports received from outside payroll company for accuracy
- Maintain and report all Iowa versus Wisconsin income and expenses and report to outside payroll firm
- Request, obtain and maintain files of W-9 forms from all vendors
- Request, obtain and maintain tax exempt files for all tax-exempt customers
- Maintain Federal Excise Tax exemption forms as provided by customers
- Enter and maintain all customer resale numbers and files
- Maintain file of customers charged sales tax to customers that are not tax exempt or will be reselling product and report quarterly to the state in which sales tax was collected.
- Maintain file of any and all purchases which need to be claimed on sales tax return for use tax
- Maintain file of all depreciation incurred on company equipment and properties
- Prepare, process, and reconcile any and all reports required for filing of the quarterly sales tax
- Submit all documents for filing of the quarterly sales tax
- Produce reports required to prepare annual personal property tax return
- Update all reports to match personal property tax return
- Run any and all reports required by the outside tax accountant for the preparation of year end taxes
- Record all journal entries as received from the outside tax accountant
- Analyze quarterly corporate finances and work with outside accountant in determining quarterly tax payments
- Analyze monthly corporate finances and meet monthly with officers to review, discuss, and make recommendations on company performance from the previous month, quarter, year and looking into the upcoming month.
- Prepare all company issued 1099's at year end and distribute
- Prepare profit and loss statements and monthly closing and accounting reports and all other financial reports as requested
- Work with management to develop and review a quarterly, annual, biannual, and three-year budget.
- Analyze revenue and expenditure trends as compared to budgets and recommend appropriate measures to ensure expenditure control
- Recommend, develop, and maintain financial data and reports for the company's financial records
- Develop and maintain records of all fixed assets purchased and those disposed of and produce reports throughout the year and at years end for property tax reporting
- Prepare year end depreciation report for annual taxes
- Monitor and review accounting and related system reports for accuracy and completeness
- Explain billing invoices and accounting policies to staff, vendors, and clients
- Develop and maintain customer invoice order tracking system ensuring that all customer invoices for advance and final payment invoices are produced and sent out on the correct date



- Monitor all outstanding invoices and produce documentation to management for any and all overdue customer invoices
- Follow up on all past due invoices with customers to obtain timely payment
- Prepare and distribute all sales representative final commission payments
- Prepare and print all sales order closeout reports showing sales order profitability
- Receive, verify, reimburse and maintain employee expense accounts, verifying accuracy and receipts.
- Process all credit card transactions
- Reconcile all credit card statements for employee credit cards and maintain credit card records.
- Prepare for and interact with any auditors in completing audits
- Other duties as assigned

**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.

**Education and/or Experience:** BA degree in Accounting or Finance. CPA preferred. Accounting experience of a minimum of five years or equivalent.

**Language Skills:** Ability to communicate effectively and personably with customers, vendors, and employees both verbally and in writing. Must have the ability to explain financial reports to management in a simple, understandable manner.

**Mathematical Skills:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**Reasoning Ability:** Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**Computer Skills:** To perform this job successfully, an individual must have significant working knowledge of Intuit QuickBooks as a requirement. In addition, individual should have knowledge of internet software and the Microsoft Office Suite of products (Word, Excel, Outlook...). Knowledge of basic office systems and equipment should include internet and email, copy and fax machines, calculator, and telephone.

**Equipment:** Must be proficient with the use of computers, copy machines, scanners, adding machines, typewriters, and other office equipment.

**Knowledge Skills and Other Abilities:**

- Ability to keep sensitive information confidential.
- Ability to get along and work effectively with others
- Ability to be a good team member in a family style environment where everyone is treated with honesty, integrity, and respect.

**Physical and Emotional 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 may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee is required to spend significant time sitting at a desk or workstation, looking at a computer monitor and utilizing a keyboard.