



Team Accountant

Deadline to Respond: December 16, 2011

We are seeking a hardworking, experienced professional to serve as Team Accountant in Salt Lake City, UT.

Reports To
Pay Status
Job Summary

Corporate Controller, Director of Operations, and CFO
Exempt
Accounts receivable- invoicing and collections, Accounts payable,
Expense reports and timecards, Accounting policy compliance, Assist
with financial reporting and analysis, Account reconciliations.

Essential Duties and Responsibilities include but aren't limited to:

- Safety- Actively promote safety as the company's number one priority by:
 - Working safely
 - Providing any assistance necessary to ensure your team members work safely as well.
- PDQ (People Determine Quality) Program
 - Support and participate in PDQ Program
- Accounts Receivable
 - Generate invoices within 24 hours of completion of job
 - Maintain Excel worksheets based on job cards
 - Ensure job cards and timesheets for each job are prepared accurately and timely
 - Ensure Project Leaders and Crew Leaders are properly trained to prepare paperwork for each new job
 - Work with RAM Team Members and Customers to resolve any discrepancies
 - Maintain the Bookings Log and Sales Log daily and establish timing of invoicing
 - Assist in accounting policy compliance
 - Ensure accounts receivable is in balance with general ledger
- A/R Collections
 - Follow RAM Collections Procedures on a weekly basis
 - Produce weekly collections reports
- Accounts Payable
 - Coding and entering invoices and expenses into accounting system
 - Work with RAM Team Members and Vendors to resolve any discrepancies
 - Recommend cost savings operational efficiencies
 - Authorize new vendors and establish new vendor accounts
 - Assist in accounting policy compliance
 - Ensure accounts payable is in balance with general ledger
- Credit Card and Expense Reports
 - Collect, review and process credit card and expense reports according to RAM Expenses Procedures
 - Work with RAM Team Members to resolve any discrepancies
- Timecards
 - Collect, review and process bi-weekly timecards
 - Work with HR and RAM Team Members to resolve any discrepancies
- Checking Account
 - Maintain local checking account register
 - Prepare monthly journal entry to record checking account activity
- Financial Statements
 - Responsible for accurate job costing to reflect correct profit percentage on monthly financial statements
 - Prepare month end journal entries, including but not limited to accruals, allocations, work in process, and regularly occurring journal entries
- Other responsibilities as assigned by leadership.

Qualifications

- BA/BS Degree in Accounting
- 2 to 5 years of experience in an accounting position (Construction accounting preferred)
- Thorough knowledge of accounting principles
- Ability to work in a fast paced, dynamic environment, while prioritizing projects and meeting deadlines
- Excellent team player with a flexible and open attitude
- Professional level communication and interpersonal skills, with the ability to understand, read, and write the English language.
- Must be organized and detail oriented with analytical ability
- Ability to exercise discretion and independent judgment with respect to matters of significance
- Excellent computer skills: Excel and major accounting software (MAS90 preferred), including typing and 10-key by touch
- Flexible to handle administrative tasks such as filing, data entry, copying documents, distributing mail, and answering phones
- Professional to maintain confidentiality

Work Environment:

- Work may require occasional weekend and/or evening work
- Regular office environment expectations
 - Sitting at least 80%
 - Standing, walking, and bending at least 10%
- Infrequent travel to job sites may be required. In those circumstances there are the following industrial environment expectations:
 - The environment may include minimal exposure to hazards typical of an industrial job site
 - Personal protective equipment is required when on job sites, including hard hat, hearing protection, safety glasses, safety footwear and – as needed- respirator, gloves and other required protective equipment as needed.
- This position will work in the Salt Lake City office, but will require training for several weeks or months in the Elko, NV Corporate office.

If you are interested in applying for this job, please send your resume, cover letter and salary requirements to:

Susie Shurtz
sshurtz@ram-enterprise.com
Fax 1-775-252-3232

RAM Enterprise, Inc. is an equal opportunity employer.