



# Job Description Accounting

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**Job Title:** Staff Accountant Full Time Non-Exempt Position

Prepared By	Date	Departmental Review	Date	Management Review	Date
HR Assistant	5/29/2015	Accounting Manager	5/29/2015	HR Director	5/29/2015

**Supervisory:** No

**Reports To:** Accounting Manager

### Description:

Under the general supervision from the Accounting Manager, the accountant is responsible for maintaining, reporting, and tracking the daily activity which pertains to cash and floor-plan financing for the company. The staff accountant is also responsible for the monthly preparation of journal entries, accounts reconciliations, and evaluating and documenting existing controls and processes and other accounting duties.

### Duties:

- Daily Cash Deposits Analysis**  
 Daily deposits are reconciled the next business day. Deposits are received from all the different locations nation-wide. The goal is to reconcile these deposits versus the bank records. By completing this task, the Staff accountant will determine: flooring-amounts due, sales taxes owed, and daily operating cash.
- Daily Floor-Plan Liquidations**  
 Once the deposit has been analyzed, the staff accountant will mark all the units paid and run daily reports. The goal is to obtain a list of all units that have been fully paid and have a positive floor-plan balance. By completing this task, the Staff Accountant will determine what needs to be liquidated in a daily basis. Liquidations are made within 24 hours of deposit. In addition, it adds visibility to the function of cash planning and disposition.
- Daily Floor-Plan activity review and analysis**  
 Notes post to our flooring lines daily. The Staff Accountant will review daily what items posted to our accountant. The goal is to evaluate the items posted and to dispute any items that require further questioning. By completing this task, the daily floor-plan balances are being monitored daily.
- Floor-Check Reconciliation**  
 Floor-Check Audits are conducted at least once a month per flooring company. The goal is to facilitate inventory and floor-plan balance reporting to the auditor. By completing this task, the floor-check audit is being monitored and conducted properly. Once the audit is finished any open items are resolved before the auditor reports his findings to the Finance Company.
- Monthly/Daily Account Reconciliations**  
 The staff accountant is responsible to maintain General Ledger Supporting Documents and Reconciliations. These include: Cash, Cash Clearing, Customer Deposits, Flooring, Interest, Payroll, Prepaid Health and Dental. The goal is to provide supporting schedules and documentation for Balance

Sheet Preparation. By completing this task, the monthly financial reporting and analysis is completed on items assigned.

- **Monthly/Daily Reporting**

The staff accountant is responsible to report to upper management weekly or monthly with assigned reports which include: Curtailment Forecasting, Floor-Plan Balance Forecasting, Daily Deposit Overview, Floor-Plan Interest Analysis, and any other reports as requested. The goal is to provide upper management and finance companies with upcoming floor-plan activity and balances. By completing this task, the reporting allows for better procurement planning for bus orders.

**Education/Experience Required:**

- Accounting degree Required
- 3-5+ years of Accounting Experience
- Complete understanding of Accounts Receivable Cycle – Billing
- Familiar with Accounts Receivable Aging and other Receivables Reports
- Accurate with numbers
- MS Excel Knowledge
- Knowledge of auditing practices a plus
- Strong communications skills
- Extremely diligent in follow through and exhibits great initiative.
- Problem analysis
- Judgment and problem solving

**End of Document**