



Accounting/Finance Staff

The Accounting/Finance Staff will increase operational efficiency and company profitability through the timely and accurate completion of their work with the company's finances. This position will also assist with other duties and tasks within the department as needed.

Job Duties:

Communication

- Proactively interfaces between multiple internal and external business partners.
- Organizes the communication - Clarifies purpose and importance; stresses major points; follows a logical sequence.
- Adjusts to the audience - Frames message in line with customer experience, background, and expectations; uses terms, examples, and analogies that are meaningful to the audience.
- Ensures understanding - Seeks input from customers; checks understanding; presents message in different ways to enhance understanding.
- Adheres to accepted conventions - Uses syntax, pace, volume, diction, and mechanics for effective verbal and written communication.
- Comprehends communication from others - Attends to messages from others; listens intently, correctly interprets messages and responds appropriately.

Contributing to Team Success

- Facilitates goal accomplishment - Makes procedural or process suggestions for achieving team goals or performing team functions; provides necessary resources or helps to remove obstacles to help the team accomplish its goals.
- Involves others - Listens to and fully involves others in team decisions and actions; values and uses individual differences and talents.
- Informs others on team - Shares important or relevant information with the team.
- Models commitment - Adheres to the team's expectations and guidelines; fulfills team responsibilities; demonstrates personal commitment to the team.
- Setting and Achieving Goals - Establish S.M.A.R.T. goals in line with company goals and values. Implement action plans with timelines with deliverables and measure results.
- Builds Relationships – Learns value of relationships and views building relationships as a critical success tool.

Managing Work

- Prioritizes - Identifies more critical and less critical activities and tasks; adjusts priorities when appropriate.
- Makes preparations - Ensures that required information is in appropriate locations so that own and others' work can be done effectively.



- Schedules - Effectively allocates own time to complete work; coordinates own and others' schedules to avoid conflicts.
- Leverages resources - Takes advantage of available resources (individuals, processes, departments, and tools) to complete work efficiently.
- Stays focused - Uses time effectively and prevents irrelevant issues or distractions from interfering with work completion.

Planning and Organizing

- Prioritizes - Identifies more critical and less critical activities and assignments; adjusts priorities when appropriate.
- Determines tasks and resources - Determines project or assignment requirements by breaking them down into tasks and identifying types of equipment, materials, and people needed.
- Schedules - Allocates appropriate amounts of time for completing own and others' work; avoids scheduling conflicts; develops timelines and milestones.
- Leverages resources - Takes advantage of available resources (individuals, processes, departments, and tools) to complete work efficiently; coordinates with internal and external partners.
- Stays focused - Uses time effectively and prevents irrelevant issues or distractions from interfering with work completion.
- Follows procedures - Accurately and carefully follows established procedures for completing work tasks.
- Ensures high-quality output - Vigilantly watches over job processes, tasks, and work products to ensure freedom from errors, omissions, or defects.
- Takes action - Initiates action to correct quality problems or notifies others of quality issues as appropriate.

Professional Knowledge and Skills

- Demonstrates proficiency with Microsoft Outlook, Word, Excel, PowerPoint and other related software as assigned.
- Understands the distribution business, the product sold and the types of customers served (internal & external).
- Knows how to apply a technical skill or procedure.
- Knows when to apply a technical skill or procedure.
- Performs complex tasks in all areas of finance.
- Must understand all applicable related laws and be able to communicate with the company's attorney.
- Operates with integrity - Demonstrates honesty; keeps commitments; behaves in a consistent manner.
- Attentive - Recognizes issues, problems, or opportunities and determines whether action is needed.



Quality Orientation

- Follows procedures - Accurately and carefully follows established procedures for completing work tasks.
- Ensures high-quality output - Vigilantly watches over job processes, tasks, and work products to ensure freedom from errors, omissions, or defects.
- Takes action - Initiates action to correct quality problems or notifies others of quality issues as appropriate.

Perform other duties as assigned. Adhere to the rules and regulations as set forth in the Employee Handbook.

Job Requirements:

- Education: Bachelor's degree in Accounting or related field required
- Experience: 5 years of collection and/or Accounting/Finance experience