


Job Description		
Position Title	Staff Accountant	
Reports To	CFO	
Date	3/10/2023	

Diversified Distributors is seeking a full-time staff accountant in office to support the entire organization's accounting and finance function. Reporting to the Accounting Manager, this role will be a highly visible individual contributor with exposure to all aspects of the accounting function.

Responsibilities:

- Assist the accounting manager with reconciliations and account reconciliations for month end close
- Performs approval and/or posting of AP, AR and GL transactions
- Performs monthly reconciliation of expense, revenue and balance sheet accounts
- Payroll Processing/Expense reporting
- Miscellaneous accounting projects and tasks as needed, including support of annual audit
- Monthly sales tax reporting
- Ensure timely invoicing to customers
- Bank reconciliations
- Monitor daily and monthly analytics to improve processes
- Assist in the implementation of new systems and other special projects
- Collaborates with the team, performs other duties and assumes other responsibilities as assigned by the Supervisor to accomplish the goals of the Office

Job Requirements:

- Collaborative and a strong team player
- Bachelor's degree in accounting and/or equivalent related experience and training
- Strong organizational and analytical skills
- Knowledge of accounting principles, practices, and procedures
- Ability to use Microsoft Office Applications, Word and Excel
- Attention to detail and accuracy
- Knowledge of QuickBooks is a plus

Physical setting:

- Burnsville, MN

Schedule:

- 8-hour shift
- Monday to Friday