



**Job Title:** Staff Accountant

**Division:** Advanced Mobility by Kentucky Trailer

**Location:** Monee, IL

**Reports to:** KTSV Divisional Controller

**Job Type:** Full-time

**Description:**

Assure accurate Financial Reporting by managing General Ledger transactions, reconciling Balance Sheet accounts and processing Accounts Payable, Accounts Receivable, and Work Orders for Field Services along with other KTS divisional duties as required.

**Position Key Accountabilities:**

- Process Accounts Payable Invoices for Field Services as required.
- Process Work Orders Packages and Complete Invoicing for Field Services as required.
- Manage Accounts Receivable collection process to ensure timely receipt of payments.
- Monthly Balance Sheet Reconciliations for Various Accounts.
- Performance of timely and Accurate Monthly Overhead Account Reconciliations and Supporting Schedules to assist account owners with monitoring budget vs. actual activity.
- Management and timely reporting of Monthly Procurement Card Activity for Field Services including record keeping maintenance and ensuring compliance with company policy and procedures. Reconcile to Work Orders if applicable.
- Maintain and Track Work Order Contracts, including reconciliation to billing and PM / expenditures.
- Assist Field Services Operations with projects as needed.
- Performance of other key projects deemed necessary to achieve overall department and divisional objectives.

**Requirements:**

- Bachelor's Degree in Accounting preferred
- Minimum 2+ years in a Staff Accountant role
- Must possess basic mathematic skills and the ability to analyze figures
- Knowledge of accounting principles
- Excellent verbal and written skills.
- Must be able to multi-task, establish priorities and organize efficiently.
- Knowledge of MS Office, Peachtree and other accounting software is essential.

### **Fundamental Irreplaceable Behavior Values:**

**Interpersonal Skills:** Easy to get along with; Treats all people with dignity and respect ; displays **kindness**; shows interest in others; gives others appreciation and encouragement; common courtesy; Always approachable; never rude; Aware of and sensitive to what other people are feeling; Is at ease with people at all levels; Does not belittle the opinions or work of other people, regardless of their status or position; Deals effectively with a diverse workforce; Demonstrates a high degree of “emotional intelligence”; Truly values and genuinely likes people; Treats others with **respect** and as important person; Is **unselfish** and meets the legitimate needs of others; Serves others.

**Ethics and Integrity:** Admits mistakes in spite of the potential for negative consequences; Presents unpleasant or disagreeable facts in an appropriate manner; Keeps promises; meets goals and deadlines; Avoids situations and associations that could be considered inappropriate; **Honest** in all dealings; Upholds and models organization’s values; Does what you say you will do; Is **forgiving** when wronged.

**Business Demeanor / Temperament:** Displays a positive attitude and optimism about the work to be done, the people he or she works with, customers, management, and company policies; Has a constructive sense of humor; Maintains a calm temperament and pleasant demeanor; Shows self-control; Doesn’t spread gossip or rumors; Acts as a positive influence on others; Is courteous, **patient**, cooperative, and helpful; Is **humble**, never boastful or arrogant.

**Accountability:** Accepts personal responsibility for the quality and timeliness of his/her work; Acknowledges and corrects mistakes; Doesn’t make excuses or blame others for errors or problems; Carries his/her fair share of the workload; Does what he/she **commits** to doing.

### **Excellent Performance Outcome for 2015:**

1. Perform month end closing procedures and provide supporting schedules necessary to ensure timely reporting of company financial performance by the 3rd work day of the month.
2. Prepare and maintain on a timely basis monthly ownership account analysis as requested by account manager to ensure compliance with operating plan expense budgets.
3. Continued Improvement in Procurement Card Record maintenance including proper documentation of travel, reconciliation of receipts for non-billable as well as Work Order billable purchases.
4. Manage Accounts Receivable to bring Days Sales Outstanding to 40 days or less.
5. Increase balance sheet account reconciliation responsibilities which will further develop understanding of business and facilitate personal and professional growth.