



Job Title: Accounting / IT Assistant
Department: Corporate Administration
Revision Date: 07/01/17

### **Position Overview**

The Accounting/IT assistant supports our finance department. This position will fully understand our financial and IT systems to provide support to both management and IT users. Reporting to the CFO, this position will work to accomplish interdepartmental goals.

Our family of companies, functioning under FLASH, the parent organization, employs 200-250 people. Technology is at the core of our businesses, allowing our operations to seamlessly come together and provide critical data and information flow. Our 100+ truck fleet operates out of five main terminals throughout the Midwest. In addition, we operate Transload Solutions, a transload service company in West Virginia; a sand mining and processing plant in Texas, and a grocery store in Wisconsin. Most of our operations run 24-7-365, all centrally managed from our corporate office in Green Lake, Wisconsin.

### **Essential Job Functions**

- Basic accounting duties, including general ledger maintenance and updating. This will include entry of information, reconciliation, and analysis of general ledger accounts.
- Report preparation and analysis on our various information systems.
- Payroll calculation, entry, and analysis.
- Information Technology duties, including assistance with our numerous software programs, routine IT maintenance, and assisting users with program questions.

### **Skills**

- Associate degree in Business Administration or related field, or equivalent work experience
- Minimum of two years accounting and Information Technology experience
- Strong analytical skills
- Proficient with Microsoft Office Suite
- Proficiency with Windows Operating Systems
- Well-organized
- Time management skills.
- Strong written and oral communication skills

\* The above list is not an all-inclusive list of duties and/or requirements. As business objectives changes, so too may your duties.