



Job Title: Accounting Specialist
Department: Corporate Administration
Revision Date: 02/17/2022

### **Position Overview**

The Accounting Specialist works closely with our Assistant Controller and CFO and supports our companies' financial, payroll, and accounting activities. In addition to FLASH, we own a transload company, sand mine, leasing company, and grocery store. The Accounting Specialist supports the accounting department by performing clerical tasks, including processing, and recording financial transactions, reconciling bank statements, processing weekly payroll, tracking time off and other paid /unpaid leaves, fielding internal and external communications, auditing, fact checking, filing and other duties.

### **Essential Job Functions**

- Work closely with the Assistant Controller and CFO to support daily business operations
- Code, process, and record financial transactions into accounting software
- Compile and calculate weekly driver payroll
- Maintain hours, leaves, time off balances, and other items in the time clock system
- Prepare accounting, tax and business-related documents as requested by CFO for review
- Field inquiries and communications from internal and external sources
- Provide support to accounts receivable and accounts payable departments as needed
- Basic office duties such as filing, scanning, and copying
- Support the company's strategic plans

### **Skills**

- Associate degree in Business, Accounting, Finance, or related discipline
- Accounting experience preferred but not required
- Strong interpersonal and communication skills
- Impeccable analytical and organizational skills
- Self-motivated and self-directed; strong organizational and time-management skills
- Ability to work closely with senior management team

\* The above list is not an all-inclusive list of duties and/or requirements. You will be expected to perform various tasks as required by the customer. As business objectives changes, so too may your duties.