



Staff Accountant

Restoration Fuels, LLC
John Day, OR 97845

Job details

Salary: Dependent upon experience
Job Type: Part-time or Full-time
Number of hires for this role: 1

Qualifications

High school or equivalent (Required)

Bachelor's Degree in Business, Accounting, Finance or similar or 5+ years of relevant work experience

Full Job Description

Company: Restoration Fuels

Position: Staff Accountant

About the Position:

Restoration Fuels is looking for a Staff Accountant to support the Controller while working closely with the Operations Management team to ensure our Accounting, Payroll and Human Resources department runs smoothly. This role is responsible for semi-monthly payroll processing and the day-to-day oversight of Human Resources duties. This position also assists the Controller with the month-end close process and yearly audits in addition to supporting the CEO and Plant Manager with special projects as needed.

Accounting:

- Enter customer invoices and payments into QuickBooks
- Code vendor invoices to the proper general ledger account and enter into QuickBooks
- Monitor customer account details for nonpayment, past due payments, and other irregularities and work with Controller and/or Plant Manager to resolve any issues
- Maintain up to date W-9's for all vendors



- Prepare a various reports and related information for decision-making purposes as requested
- Maintain files and documentation thoroughly and accurately, in accordance with company policy and accepted accounting practices
- Participate in the design and implementation of internal controls
- Assist Controller with month-end close and yearly audit process

Payroll/Human Resources:

- Maintain job postings and work with appropriate hiring manager to schedule interviews
- Collect Timecards from Plant personnel and review payroll hours, PTO, Sick, Vacation, and Holiday time and remit to payroll processing service
- Work with Plant Management personnel and Controller to implement digital time tracking system
- Ensure that payroll is ready for review, approval, and submittal on time
- Assist the Controller with Worker's Comp audits and EAIP reporting
- Prepare and process semi-monthly payroll for 15+ employees according to prescribed guidelines and regulations
- Develop and cultivate productive relationships with Plant personnel to ensure all any timecard discrepancies are resolved
- Maintain an organized, secure filing system for all Payroll Reports and related information
- Work with Management team to review company handbook annually
- Work with Controller to coordinate Yearly Open Enrollment period
- Draft and revise employee forms such as new hire paperwork, status change forms, leave requests, etc.
- Assist Controller in reviewing insurance and retirement benefit options annually, making recommendations
- Work with Plant management to develop and implement Safety and other employee incentive programs

Administration:

- Maintain company website and work with CEO and Plant Manager to add relevant information and articles
- Assist CEO and Plant Management Staff with special projects as needed

Qualifications:

- Ability to work with minimal supervision, use good judgment, possess a strong attention to detail, meet deadlines, and prioritize workloads
- Ability to recognize inconsistencies and follow up with research and resolution



- Must be a self-starter. Able to work independently on regular routine assignments, including managing time to meet critical deadlines
- Eager to contribute ideas and expertise, effectively and respectfully collaborate with team members on special projects
- Strong work ethic and flexibility to work extended hours during critical periods such as quarter-end and year-end
- Professional demeanor with a friendly, approachable, and service-minded personality
- Performs with high degree of accuracy and attention to detail
- Ability to remain agile, adjusting to priorities, timelines, and organizational development as needed
- Good working knowledge of Microsoft business suite with strong excel skills
- Excellent verbal and written communication skills with the ability to interact at all levels of the organization both internally and externally
- Experience with QuickBooks accounting software is preferred

This Job Is:

- Open to applicants who do not have a college diploma

Company's website:

- <https://restorationfuels.com/>