

Accounting I

Personal Attributes

- Highly organized and self-motivated individual that cares about the company and their job
- Welcomes change and available technology to improve how we do our jobs
- Ability to diagnose and solve problems
- Ability to organize and schedule with Microsoft Outlook
- Familiarity and ability to effectively use Microsoft Excel
- Full understanding of our back office accounting system - DM2 Software
- Ability to communicate and respond to customers, fellow employees, and prospects as you would expect to be treated in an ideal professional relationship
- Desire and ability to get involved in the communities we serve

Job Responsibilities

- Record financial transactions in DM2
 - Accounts Receivable
 - Accounts Payable
 - Sales Orders
 - Bill of Lading
 - Inventory
 - General Ledger
- Reconcile bank account and general ledger
- Reporting to State and Federal Government
 - NC State Sales Tax
 - Motor Fuels Tax (1252, 1206, 720, and 8849)
 - Excise Tax
 - Road Tax
- Collaborate with Dispatch to monitor liquid inventories
 - Gasoline
 - Distillates
 - Propane
- Collaborate with Service Department to monitor parts inventories
- Reconcile liquid inventories at each c-store location weekly for accuracy (9 locations)
- Environmental Protection Agency reporting for dealer sites

Job Summary

- Potential to evolve into the "Financial Controller"
- Position will report to the Financial Manager
- Pay Range will start at \$30,000/year (plus benefits), and is negotiable based on prior experience