

## **Cherry Energy – “Accounting I – Data Entry” Job Description**

- 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 CE's back office accounting system (DM2)
- 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

**Pay Range \$31,200 - \$35,350 (plus benefits package)**

**Position will report to the Financial Manager.**

**Potential to evolve into a Controller position (5-10 year development).**

### **Tasks for Accounting I position:**

- 1. Record financial transactions in DM2**
  - a. Accounts Receivable**
  - b. Accounts Payable**
- 2. Reconcile bank account and general ledger**
- 3. Reporting to State and Federal Government**
  - a. NC State Sales Tax**
  - b. Motor Fuels Tax**
  - c. Excise Tax**
  - d. Road Tax**
- 4. Collaborate with Dispatch to monitor liquid inventories**
- 5. Collaborate with Service Department to monitor parts inventories**
- 6. Environmental Protection Agency reporting for dealer sites**