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Positions Title: Accountant / financial
Type: Full Time – Salary
Report to: Accounting and finance manager

We are seeking forward thinking candidates to join our team and work with current financial manager with goal taking over once current finance manager / accountant retires in 1 to 3 years.

Selected candidate will possess strong computer skills, have a firm grasp of accounting and financial regulations and demonstrate excellent communication skills in order to ultimately supervise all administrative and financial assistants and finance team enabling all to meet multiple deadlines.

Selected candidate will be a good communicator and be prompt, honest and a detail-oriented professional that demonstrates excellent analytical and presentation skills to successfully transfer complex quantitative data to decision makers.

Essential Functions:

- Collaborate with all administrative team to ensure reports are completed properly and on time
- Comply with all company, local, state, and federal accounting and financial regulations as well as compliance with sales tax, use tax, and Canada GST requirements
- Participate in the preparation of periodic reports (balance sheets, P&L, returns...).
- Collaborate in preparation of data to financial institutions, managers, investors, and other entities
- Maintaining accurate financial records & reconcile transactions between multiple entities
- Assist departments in understanding and improving productivity and profitability
- Assist management in the decision-making process by preparing budgets and financial forecasts.
- Continually seek out grant and aid information oriented to assist customer purchases and or to facilitate our own company expansion
- Make recommendations to increase profitability, market share and best serve our customers
- Gain an understanding of the market and how to grow our roll in that markets we serve
- Perform additional duties when asked
- Participate in company functions

Minimum Qualifications:

- Minimum associates' degree in accounting required, Bachelor's or Graduate degree preferred.
- Strong analytical, communication, and computer skills.
- Understanding of QuickBooks, accounting and financial processes.
- Ethical behavior. Attention to detail.

Pay Structure:

Full time salary position, with 90 day probationary period, reports to **Accounting and finance manager**
Health Insurance, Dental, Simple IRA, Profit Sharing
6 Paid holidays, 5 paid sick days, 10 vacations days with flexible work schedule

Submit applications and resumes to info@trackinc.com or mike.d@trackinc.com