



Job Title:	Staff Accountant	Exemption Status:	Exempt/Salary
Department:	Finance	Travel Required:	None-0%
Reports To:	Accounting Manager	Location of Job:	Windsor
Position Status:	Full-Time		
Position Level:	Professional		

Company Overview

Diesel Forward, Inc. specializes in Service, Remanufacturing, and Distribution of parts and components for diesel-powered vehicles and equipment. Our goals are to provide first-class customer service, grow profits, invest for the future of the business, proactively manage all relationships, and provide an excellent work environment for our employees.

Job Summary

Assist Accounting Manager and Senior Accountant in the measurement, accumulation, preparation, and analysis of financial and other information used by management to plan, evaluate, and manage the organization. Assist in establishing and maintaining financial policies, accounting policies, internal controls and financial systems.

Key Departmental Responsibilities

General Ledger:

- Ensure an accurate and timely month-end accounting close. This includes journal entry preparation and general ledger account analysis and reconciliation.
- Record daily bank activity and assist with cash and bank reconciliation
- Assist with system and process improvements
- Process and address questions on company credit card
- Maintain the fixed asset records
- Assist with the year-end audit
- Must have ability and skillset to be cross-trained to assist and/or backup other areas of accounting
- Ability and willingness to learn and understand financial systems in order to maximize efficiency and increase accuracy.
- Provide input and feedback regarding financial system needs/changes.
- Assist in preparation of monthly, quarterly and annual financial statements that conform to GAAP.
- Assist the Accounting Manager with external audits as needed.
- Operate in conformance with the requirements of the Diesel Forward quality management system.
- Assist other employees both in and out of the department.
- Perform other related projects, duties and assignments as required.

Performance Factors

All Diesel Forward employees shall exhibit the following:

- 1. Attendance and dependability:** The employee can be depended on to report to work at the scheduled time and is seldom absent from work. Employee can be depended upon to complete work in a timely, accurate, and thorough manner and is conscientious, about assignments.
- 2. Communication/listening:** The employee communicates effectively and appropriately. Uses good judgment as to what to communicate to whom as well as the best way to get that accomplished. Listens to others and allows them to make their point.
- 3. Relationships with others:** The employee works effectively and relates well with others including superiors, coworkers, and individuals inside and outside the company. The employee exhibits a professional manner in dealing with others and works to maintain constructive working relationships.
- 4. Safety and security:** The employee actively promotes and personally observes safety and security procedures, and uses equipment and materials properly.
- 5. Quality and continuous improvement:** The employee promotes organizational effectiveness by anticipating and dealing with problems. Encourages others to suggest improvements to work processes, and persistently focuses on quality, as well as on results. Seeks ways to improve productivity and effectiveness by identifying sources of mistakes and determining or suggesting a course of action to prevent their recurrence.
- 6. Teamwork:** The employee is a team player who contributes valuable ideas, opinions and feedback. Communicates openly and honestly and can be counted on to fulfill commitments made to others.

Skills & Qualifications

Bachelor's degree in Accounting or Finance. Proficiency in Microsoft Excel and Word required. 1 to 3 years of prior accounting work experience. Sales & Use Tax experience a plus. Possess strong organizational and communication skills and abilities to work independently on detail-oriented projects, multi-task, and prioritize workflow based on departmental goals and priorities. Communication skills will include the ability to convey financial information to non-financial people.

Revision History

Revision Level	Revision Date	Section #(s)	Description of Change
A	05/18/10	--	Authored for ISO 9001:2000 compliance.
B	06/01/11	--	Revised reporting relationship
C	3/24/14	--	Updated company name and responsibilities.
D	2/20/2015	All	Update Template