

Job Information

Job Title: Business Accounting Administrator

Location: Kellogg, ID

Status: Full Time

WHY NISS

At NASCO Industrial Services and Supply (NISS) we believe that people can make a difference. Our people help us achieve World Class Customer Service while providing the best Mining Supplies in the World. We support mining Supply Chains around the world and are driven by our team goal to consistently provide our clients with the quality products, superior support and service, and creating the best value possible. NISS provides an independent and result driven work environment that focuses on our customer needs.

SUMMARY

Oversees company's accounting software while Computing, classifying, recording, and verifying numerical data for use in maintaining accurate and timely processing of accounting records including accounts payable, accounts receivable, inventory reconciliation, and payroll for Nasco Industrial Supply and Service's (NISS).

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

General Office Administrative work including but not limited to: answering and forwarding phone calls, printing, faxing, filing, conference room preparation, travel arrangements, phone lists, etc.

Process Accounts Payable according to company policy which will also include Purchase Order payables and verifications.

Monitors and rectifies delinquent AP and AR.

Prepares AP checks and envelopes for signatures and mailings.

Manages bank reconciliations

Responsible for all Accounts Receivable processing inclusive of Customer Invoicing.

Prepares, authorizes and performs payroll functions which also includes year end 1099 and W2/W3 preparation and processing.

Remit and file returns for taxes including but not limited to all payroll tax filings and sales tax returns. This person is not responsible for Corporate Tax filings.

Assist year end CPA with audit and tax prep.

Renew and setup all business and state licensing as required.

Administers company's ERP system

Inventory Management and Reconciliations.

Responsible for all General Ledger Accounting Functions.

Prepares monthly financial package for distribution and analysis.

PREFERRED QUALIFICATIONS

EDUCATION and/or EXPERIENCE

Bachelor's degree (B. A.) from four-year college or university in any Accounting related program; or at least five years related experience and/or training; or equivalent combination of education and experience. Basic computer skills required and a working knowledge of standard off the shelf software applications to include Microsoft Word, PowerPoint, Excel, and the internet.

Experience in the mining industry is desired.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, financial reports and documents, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Ability to understand financial statements, accounting terminology, and revenue recognition policies for government contractors.

OTHER QUALIFICATIONS

The individual is required drive in the course of their work; a valid driver's license is required. The individual must meet all background and security requirements necessary to access and/or work on government installations.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to handle, or feel and reach with hands and arms. The employee frequently is required to stand, walk, and talk or hear. The employee is occasionally required to sit and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds.

****You must submit a NASCO job application to be considered an applicant. You can find and submit a job application by visiting our website at <http://www.nascousa.com/careers.html>. Please send completed application to hr@nascousa.com.**

NASCO/NISS is an Equal Employment/Affirmative Action Employer and as such does not discriminate in any employment decision on the basis of race, gender, religion, national origin, age, disability, or veteran's status.