

**POSITION SUMMARY:**

The primary responsibility of the Accounting Manager is to aid in the preparation of financial statements that follow all regulatory and accounting guidelines under the supervision of the controller. You will be responsible for identifying and preventing discrepancies and help set up control systems. Other ad hoc projects and assignments will occur routinely and frequently.

**ESSENTIAL FUNCTIONS:**

- Support most aspects of accounting functions for all company entities
- High level understanding of scale (WasteWorks), dispatch (Encore) and accounting (Quickbooks) software
- Oversee, review and support accounts payable, ensuring accurate and timely coding/allocation of incoming bills, credit card expenses and intercompany billings
- Process weekly check runs for all entities
- Prepare year-end 1099s for all entities
- Oversee, review and support accounts receivable, ensuring accurate and timely process invoices, cash receipts, deposits and aging reports.
- Assist with outstanding collection efforts
- Review intercompany hauling and work order invoicing
- Assist in the month-end close process
- Resolve inaccuracies or imbalances of company accounts
- Reconcile checking and investments accounts for all entities
- Prepare tax collection reports for all entities
- File monthly/annual renewals and tax liabilities
- Manage fixed assets for all entities
- Point of contact for insurance broker to add/remove equipment as well as file claims
- Point of contact for third-party phone and network IT providers
- Prepare reports on a weekly/monthly basis for distribution
- Manage groundwater & leachate samples at all landfill locations
- Manage mobile phone program
- Liaison of office operations at remote locations (currently Blaine and Keewatin)
- Travel required to other DCC offices including but not limited to Blaine and Keewatin.



**REQUIRED QUALIFICATIONS:**

- High school diploma or equivalent
- 3+ yrs. experience in an accounting/bookkeeping position
- Strong knowledge of accounting principles
- Proficient in MS Office applications with emphasis on basic Excel skills

**COMPETENCIES:**

- Exceptional math skills
- Outstanding attention to detail
- Work effectively in a fast-paced environment
- Passion for finding solutions to complex problems
- Ability to effectively communicate with remote offices
- Self-starter

Dem-Con Companies strives to hire high quality individuals with commitment to our company. We appreciate our employee's hard work and dedication to their job. Dem-Con offers a very competitive benefits package for our employees that includes the following benefits:

- Paid premiums for health and dental insurance for employees
- Monthly contributions to a Health Savings Account
- Basic Life and AD&D Insurance
- 401(k) Plan
- Paid Time off