



Position Title: Staff Accountant III
Department: Finance
Reports To: Controller
FLSA Status: Exempt
Prepared Date: 10/10/2019

SUMMARY

VT Miltope manufactures rugged computers and computer devices. We have multiple offices located primarily in the United States. We encourage a healthy work life balance with our PTO programs and 9/80 work week. In addition we have excellent benefits such as tiered health plans through BCBS, 401k and various insurances that are employer paid.

Performs assigned responsibilities of the accounting department to ensure accurate and timely reporting of financial results

ESSENTIAL FUNCTIONS *(To perform within this position successfully, the incumbent must be able to perform each essential duty satisfactorily. Other duties may be assigned.)*

Daily, weekly, monthly and yearly functions of the accounting department as assigned. These could be related to Accounts Payable, Accounts Receivable, Fixed Assets, Banking, General Ledger, Inventory, Costing or any other related area.

Ability to work independently to research and solve problems.

Demonstrated ability to design processes that result in inter-department activity producing accurate transaction reporting.

Demonstrated understanding of the underlying transaction processes to be successful at problem-solving.

Supervisory Responsibilities: No

BASIC QUALIFICATIONS *(The requirements listed below are representative of the knowledge, skills, and/or ability required and preferred for this position.)*

Required Education & Experience:

BS Degree in accounting or a business related area.

5 years' experience in an accounting related position.

Required Knowledge, Skills, & Abilities:

- Understanding of the Debit/Credit relationship in accounting transactions.

- Solid communication skills.
- Understanding of technology and use of Microsoft Office products

Preferred Education & Experience:

- BS Degree in Accounting with intentions to complete MBA and attain CPA license.
- Preferred experience with Microsoft Dynamics AX and Microsoft Office suite of products.

Physical Demands and Work Environment:

- Positions environment is neutral with low to moderate noise exposure, is a seated position requiring the extended use of a computer and computer equipment
- May infrequently be required to move files and/or boxes up to 35 pounds across a room
- The employee is occasionally required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl