

JOB DESCRIPTION

Title: Staff Accountant
Department: Administration and Finance
Reports to: Controller
Date: March 2020

DVSAnalytics, Inc. is seeking a staff accountant to perform essential accounting duties in the course of conducting business with its customers, vendors and employees.

Essential Duties and Responsibilities

- Accounts Receivable: Invoicing, Collections, Banking
- Accounts Payable and Purchasing
- Payroll Processing, Benefits Management and New Hire On-Boarding
- Cloud and Support Contract Maintenance
- Inventory Reconciliation
- Bank Reconciliation
- Journal Entries and Month End Close
- Sales Tax Reporting
- Other duties and responsibilities as deemed necessary

Necessary Skills and Requirements

- Must be organized, detail oriented, self-sufficient and resourceful
- Possess solid accounting skills
- Ability to maintain professional demeanor and interact positively with customers
- Ability to work well with others

Qualifications

- Associates degree in Accounting or better
- 2-3 years of experience in Accounting
- A hands-on interview demonstrating Accounting knowledge may be required
- Live in daily commutable distance to North Scottsdale, Arizona

Reporting Relationships

- This position reports directly to the Controller

Compensation

- Determined based upon skills and experience

DVSAnalytics is located in beautiful North Scottsdale, Arizona. We offer a competitive compensation package that includes generous group benefits, including medical, dental, vision, health savings accounts, disability, life and AD&D insurance, paid-time off, tuition reimbursement, employee referral program, travel & business expense reimbursement, flexible hours, and comfortable dress code.

Visit our corporate website at www.DVSAnalytics.com to learn more about our company and our products.
Send your resume to accounting@dvsanalytics.com.

The above statements are intended to describe the general nature of work assigned to this job. This is not intended to be an exhaustive list of all responsibilities, duties and requirements.

Equal Opportunity Employer – Drug & Alcohol-Free Workplace