

Job Title: Staff Accountant	Department/Shop: Accounting
Reports To: Controller	Location: Missoula, MT
Supervisory Position: No	Travel Required: No

Position Summary: The Staff Accountant is a member of Neptune's accounting and administration team. The staff accountant's responsibilities will include maintaining financial records and reports, performing account reconciliations, assisting with budget and close processes, and maintaining accounts payable documents. You will also work with the Vice President of Finance and Controller on additional financial matters and projects as assigned.

Essential Responsibilities:

- Maintain financial reports, records, and general ledger accounts.
- Prepare journal entries, analyses, and account reconciliations.
- Assist with monthly closing processes.
- Contribute to the development and review of annual operating budgets.
- Maintain documentation for accounts payable, purchasing, and accounts receivable.
- Assist the Controller in preparing documents and interpreting financial information for department heads, managers, and executives.
- Work collaboratively across departments to support corporate and departmental success.
- Filing and organizational record keeping tasks.
- Update job knowledge by participating in educational opportunities.
- Other projects and requests as assigned.

Additional Job Duties and Responsibilities:

- Perform special projects and other duties as assigned by Leadership.

Knowledge, Skills, and Competencies:

- Ability to multi-task in a fast-paced environment with fluctuating priorities and deadlines.
- Commitment to personal and professional development.
- Excellent organization, interpersonal, and time management skills.
- Excellent verbal and written communication skills.
- Dependable, detail-oriented, and able to work independently.
- Ability to think analytically and be a problem solver.
- Ability to communicate effectively with customers and co-workers in a courteous and professional manner.

Required Qualifications:

Any combination equivalent to the following would provide the required knowledge, skills and abilities needed to qualify.

- Degree (Associate or Bachelors) in Accounting, Business, or related field.
- 2+years' experience in financial accounting or related field.
- Working knowledge of GAAP.
- Proficiency in the Microsoft Office suite of products, particularly Word and Excel.



- Strong mathematical and analytical skills.
- Good problem-solving and time management skills.
- Ability to work as a productive and positive team member.
- High School Diploma or Equivalent Certificate.
- Commitment to the mission and vision of Neptune Aviation Services Inc.

Desired Qualifications:

- ERP System experience; Great Plains

Physical Requirements and Working Conditions:

- Regularly required to stand and walk, frequently required to use hands and fingers.
- Required to sit and use computer/office equipment for extended periods.
- The employee must regularly lift and /or move up to ten (10) pounds, occasionally lift and/or move up to fifty (50) pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- The noise level in the work environment can be loud at times, so appropriate PPE must be used as needed.

Additional Information:

This job description is not intended to be all – inclusive, and the employee will also perform other reasonably related duties as assigned by immediate supervisor/management to fulfill job function or as deemed necessary. Neptune Aviation Services Inc. reserves the right to revise or change position responsibilities as the need arises. This description does not establish a written or implied contract of employment.

Employee Signature: _____

Date: _____

Company Representative Signature: _____

Date: _____

Please email resume and cover letter to employment@neptuneaviation.com to be considered.