



Open Position  
Staff Accountant

Location: Burr Ridge, IL 60527  
Employee Type: Full-Time Employee  
Manages Others: No  
Job Type: Professional  
Education: Bachelor's Degree in Accounting  
Experience: At least 5 year(s)  
Travel: Up to 20%  
Relocation Covered: No

DESCRIPTION:

RELCO Locomotives is looking for a highly motivated Staff Accountant to join our accounting team. Responsibilities include a wide variety of accounting tasks involving high-level financial reporting and analyses. Minimal travel may be required.

REMUNERATION

Base Pay: \$45k-\$65k/Year – Commensurate with Experience  
Position is not eligible to receive a performance bonus.  
All employees receive health, dental, vision, disability and life insurance along with retirement.

JOB DESCRIPTION

The Staff Accountant will be responsible for preparation of proper and timely routine account reconciliations and financial variance reporting, assist in the preparation of assigned audit and tax work in conjunction with corporate requirements and strict application of GAAP. Assist with AP, AR and PR functions and be designated backup to manager of one (or more) of these functions.

RESPONSIBILITIES

Applicant will assist with:

- Transaction entry
- Daily cash management and treasury reconciliations
- General ledger entries for month-end closing
- Schedules and reports to support monthly financial statements and year-end audit
- Monthly variance analyses on income statement and balance sheet accounts
- Monthly and quarterly consolidations and schedules
- Preparation for quarterly Board Report and executive team meetings
- Continued process improvements and cost analyses whereby driving increased net income

REQUIREMENTS

- Bachelor's Degree (or higher) in Accounting from an accredited program
- At least 5 years experience
- Proven competency interpreting and applying GAAP principles and methods
- Experience with MS Dynamics-GP accounting software
- Experience in monthly closing and year-end processes
- Travel as needed for offsite training and meetings
- Highly proficient in Excel, Word, and PowerPoint applications. Power user of Excel preferred
- Strong written and verbal communication skills
- Solid analytical skills
- Ability to multi-task with keen attention to detail
- Solid ability to meet critical deadlines while working independently