

ACCOUNTING SUPERVISOR

POSITION: Accountant
GENERAL DUTIES: Supervise Accounts Payable Clerk and Accounting Assistant, prepare and file tax and other reports, support Accounting Department in the month end close process

JOB RESPONSIBILITIES:

Include but are not limited to the following:

- Supervise the activities of the Accounts Payable Clerk, ensure that vendor invoices are paid on a timely basis and develop and enforce company policies on the use of purchase orders and the approval of vendor invoices.
- Supervise and review the tasks of the Accounting Assistant.
- Manage and collect bad checks from customers.
- Act as company representative to the credit card processor including responding to chargebacks, resolving processing issues and downloading monthly statements.
- Act as company representative for the company's purchasing card.
- Monitor energy usage. Research and recommend energy suppliers for energy choice contracts.
- Monitor E-ZPass toll system charges and act as company representative.
- Review payment of insurance invoices and maintain basic knowledge of insurance coverages.
- Review and assist in the development of fuel usage and mileage data needed for various reports.
- Prepare data for journal entries related to Fuel Inventory and accrual and EZ Pass recognition and accrual.
- Prepare and file Use Tax returns, Forms 1099-MISC and Unclaimed Property Reports.
- Maintain basic knowledge of employment tax and other tax regulations.
- Provide Accounting support for the management of a rental property
- Backup Accounting Assistant in the daily shift reconciliations and preparing the deposit
- Any other duties as assigned by Controller/Management.