

JOB DESCRIPTION

JOB TITLE: Junior Accountant
DEPARTMENT: Schneider Logistics, Inc. – SLI
STATUS: Full-Time / Exempt
HOURS: 8:00 AM - 5:30 PM Monday - Friday and as required
REPORTS TO: Accounting Manager

JOB SUMMARY:

The primary responsibility of this position is to assist the Accounting Manager and to coordinate the accounting related functions of the freight forwarding and the customs brokerage business lines.

Responsibilities may include: Bank reconciliation, balance sheet accounts reconciliation, sales reports, CNS reports and payments, and monitoring or day-to-day operations. Financial reporting includes paper reports, spreadsheets, graphs, PowerPoint presentations, web-delivered reports, and other presentation modes.

DUTIES AND RESPONSIBILITIES:

1. Monthly bank reconciliation.
2. Monthly balance sheet accounts reconciliation.
3. Bi-monthly CNS reports and payments.
4. Monthly sales reports and commission calculation.
5. Monthly insurance reports and calculation.
6. Weekly monitory operation reports.
7. Assist in special projects or other non-routine functions as required.
8. Miscellaneous account-related and reporting projects.

EXPERIENCE AND SKILL REQUIREMENTS:

1. College degree in business accounting or related field.
2. Minimum of one year equivalent work experience.
3. Team player.
4. Strong oral/written communication, organizational, and interpersonal skills.
5. Initiative and strong work standards.
6. Attention to detail.
7. Planning and analysis skills, ability to thrive in a rapidly changing environment.
8. Strong PC skills (preferably Microsoft Excel)