



# External Posting

## Accounting Assistant

**Salary: \$35,000-\$53,000**

### Summary of Job:

As an Accounting Assistant, you will process all accounts payable activities such as bookkeeping, clerical and administrative support duties related to paying expenses incurred by the company. Work involves posting transactions to Viewpoint and providing quality customer service to internal and external clients.

### Essential Functions:

#### Accounts Payable

- Review invoices and check requests for proper documentation, signatures, and account codes.
- Process check requests, check runs, online payments, and deposits in a timely manner.
- Audit and process company asset expenditures.
- Reconcile vendor accounts and statements, research and resolve payment issues.
- Maintain vendor files, process credit applications and 1099s.
- Banking responsibilities may include positive pay and processing exceptions.
- Collect, sort and distribute incoming mail.
- Regular in office attendance as scheduled required.

#### Additional Accounting Support

- Provide the shop accounting support for vehicles and equipment.
- Provide admin support for other departments as needed. Including, but not limited to scanning documents, entering time data, organizing office space.
- Provide support for various accounting related projects as needed.

*This job description is a general outline of essential and common functions related to the performance of your job. All employees are expected to perform tasks as assigned by management, which at times may go beyond those defined by this job description.*

### Job Requirements:

#### Experience: (Minimum work background which provides the skills necessary for successful performance)

- College degree in related field or equivalent experience
- 2+ years accounts payable experience
- Proficient in Microsoft Office
- Strong problem-solving skills, basic accounting principles knowledge, documentation skills, data analysis, research and resolution skills
- Professional customer service attitude and communication skills
- Strong interpersonal skills, work ethic, and ability to work well with others
- Strong organization, attention to detail, and time management skills
- Regular attendance in an office or home office as scheduled, required

## PHYSICAL DEMANDS & WORKING CONDITIONS

### (Specific statements of physical effort required and description of work environment)Physical Demands:

- Works in an office environment.
- Prolonged sitting at a computer with some standing and bending intermittently during work hours.
- Is subject to frequent interruptions.
- Ability to move arms, hands and fingers to type.
- Close vision required for computer monitors.

### Environment Factors

- Is subject to frequent interruptions
- Standard Office work environment
- Expected to travel to various company sites
- Must be able to work in all types of climates

### Our Company:

With over 30 years of experience in landscape, water and arbor management, DLC Resources, Inc. provides superior landscape management to communities across greater Phoenix. DLC leads the industry in state-of-the-art technologies that increase efficiency while providing cost effective, expert landscape management results to our customers. DLC's nationally recognized *WaterRight*® water management program improves the quality and usability of our clients' common areas while saving millions of gallons of water each year.

### Why you would love working for DLC/Benefits:

- Paid Training
- Paid Drive Time after 30 Minutes
- PPE/Tools Provided
- Weekly Pay
- Full-Time, Year Round
- Annual Bonus Available
- Medical, Dental, Vision, Short Term Disability, Long Term Disability & Free Life Insurance
- Paid Sick Leave
- 8 Paid Holidays
- Career Advancement
- Referral Bonus Program
- ESOP (Employee Stock Ownership Plan)
- 401K
- Product Discounts

We offer rewarding work, a great culture and we continually invest in the development of our people by supporting technical training, certification programs, workshops and stretch work experiences. We strive to support the development of our people, our most important asset, while providing the highest quality, safety and innovation in the industry.

### To Apply:

Submit a copy of a DLC internal application and/or your resume to **Rick Coronado** in **Human Resources** by emailing to [jobs@dlcresources.com](mailto:jobs@dlcresources.com). Office Phone 602-455-5021.

DLC Resources complies with all Federal and State of Arizona employment laws including the use of E-Verify.

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