



Compression Leasing Services

Job Title:	Entry Level Accountant	Job Category:	Non-Exempt
Reports To:	Director of Accounting and Administration	Travel Required:	No
Location:	Casper, Wyoming	Position Type:	Full Time
Level/Salary Range:	Based on Experience	Date posted:	May 23, 2016
HR Contact:	Allison Hagan	Posting Expires:	June 30, 2016

Job Description

ROLES AND RESPONSIBILITIES

Compression Leasing Services, Inc. is looking for a detail oriented, motivated individual to be responsible for a full range of accounting assignments, including but not limited to:

- Process bank reconciliations
- Analyze and reconcile income statement and balance sheet accounts
- Prepare monthly financial statements
- Process and file state sales tax returns, annual income returns and year end audits analysis
- Compile and review information for accuracy and maintain accurate records
- Create journal entries and process expenses

The ideal candidate for this position will have strong written and oral communication skills, be extremely organized and be proficient in Microsoft Office Suite.

Other duties, responsibilities and activities may change or be assigned at any time with or without notice.

ESSENTIAL FUNCTIONS

- Must be able to lift 15 pounds unassisted
- Must be able to sit and stand for up to 4 hours at a time

QUALIFICATIONS AND EDUCATION REQUIREMENTS

A Bachelor's Degree in Accounting or a related field or equivalent experience is required. Must have applicable prior work experience.

Experience in QuickBooks and SAP is preferred.

BENEFITS

Compression Leasing offers a competitive compensation and benefits package including health, vision and 100% employer paid dental and life insurance policy.

Compression Leasing is an Equal Opportunity Employer.