

HENDRICKSON TRANSPORTATION, LLC

Job Description Form



Division/Department	Finance
Location	2762 310 th Street, Hamburg, Iowa
Job Title	Finance Officer
Reports to	<i>Title</i> Finance Manager

Level/Grade: Entry Level	Type of position: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Contractor <input type="checkbox"/> Intern	Hours: 40 / week <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt 7:00 am – 5:00 pm M-F, flexible schedule to meet department needs After hours and weekends possible
-----------------------------	--	--

GENERAL DESCRIPTION

It is the responsibility of the Finance Officer to direct and coordinate financial activities of the company including subcontractors, vendors and suppliers.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

- Have knowledge and understanding of the contract documents, general contracts, and the subcontracts.
- Monitor and keep accurate records for all daily transactions
- Process invoices, Record accounts payable and accounts receivable
- Update internal systems with financial data including bills receipts and other documents
- Participate in financial audits
- Track bank deposits and payments
- Assist with budget preparation
- Verify financial and other data (e.g. tax identification numbers)
- Manage accumulation and usage of fringe benefits such as vacation, sick time, PTO, etc.
- Compile, complete, and audit accuracy of all work schedules, daily reports, sign ins, and time sheets from company departments
- Utilize skills to manage multiple accounts as efficiently as possible.
- Establish and maintain relationships with individual or business subcontractors, third parties/vendors and suppliers and provide assistance with problems these associates may encounter.
- Organize and train business associates and subcontractors to assure that those individuals whose functions require the knowledge and understanding of certain documents and procedures, receive and understand that information and their responsibilities.
- Researching information as required.
- To meet at regular intervals with the Finance Manager and keep him/her currently advised on the status of and the progress of assigned accounts and work. Report the status of accounts and discrepancies and escalate to management as needed.
- Coordinate the functions of the accounting/billing as they relate to the progress and completion of the project(s).
- Prepare operational or risk reports for management analysis to improve business decisions.
- Develop detailed plans to monitor and track progress.
- Create and maintain comprehensive regulatory or compliance financial documentation.
- Utilize and continuously develop leadership skills.
- Ensure applications for payment are properly submitted to Finance Manager, payment is promptly received, and funds are properly disbursed.
- Manage third party fringe benefit programs including 401K, serve as primary contact to third party benefit administrator.
- Review, verify, and reconcile all fringe benefit reports. Manage corrections and present the final result to Finance Manager.
- Recommend and assist in developing organizational process or policy changes as they pertain to the Finance Department.
- Offer continuous feedback and support related to the project timeline
- Accountability for managing consistency, predictability and efficiency improvement of Hendrickson Transportation, LLC.
- Cross train in all aspects of the Finance Department.
- Perform other duties as assigned.

JOB REQUIREMENTS

- Outstanding verbal, organizational and written skills
- Reliable and strong work ethic
- Experience working with staff on all levels
- Demonstrates experience of ethical leadership and ability to manage confidential data
- Advanced Microsoft Office Suite 365 knowledge
- Knowledge of QuickBooks, Intuit software
- Strong abilities to understand new issues quickly and make wise decisions
- Ability to inspire confidence and create trust
- Ability to work under pressure, plan personal workload effectively and delegate
- Ability to apply instructions and guidelines to specific problems
- Aptitude in decision-making and problem-solving
- Knowledge of finances and invoicing
- Knowledge of economic and accounting principles and practices
- Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications
- Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction
- Knowledge of company organization and operations of the work area
- Knowledge of instructions, guidelines, practices, procedures, and terminology of the work area
- Using a computer application to enter, manipulate, and format text and numerical data; insert, delete, and manipulate cells, rows, and columns; and create and save worksheets, charts, and graphs
- Requires telephone conversations, use of electronic mail, writing letters and memos, face-to-face discussions with individuals or teams, and eye contact with others
- Requires dealing with unpleasant, angry, or discourteous people and conflict situations
- Requires making decisions that impact the results of co-workers, clients or the company, and/or the image and reputation of the organization
- Requires being exact or highly accurate – strong attention to detail
- Requires meeting strict deadlines and sharp time management skills
- Requires work with others in a group or team
- Requires responsibility for work outcomes and results
- Requires job tasks performed in close proximity with others and indoors in environmentally controlled conditions.
- Adhere to Hendrickson policies and procedures.

Physical Requirements:

- Ability to sit for extended time periods
- Ability to stand in an upright position for extended time periods
- Ability to respond quickly to sounds
- Ability to lift heavy objects
- Ability to move safely over uneven terrain or in confined space
- Ability to carrying, grasp, reach for objects
- Repetitive motion, wrists, hands and fingers
- Ability to push or pull objects

WORK EXPERIENCE REQUIREMENTS

- Five years of experience working in the field of related projects
- Expertise working with project related software and applications, e.g. Microsoft Office 365 Suite, Microsoft Outlook and QuickBooks

EDUCATION REQUIREMENTS

- High school diploma or GED
- BA Degree preferred, but not required if experience requirements are met

PROMOTION PATHWAY

- Assistant Finance Manager
- Finance Manager

REVIEWED BY

Title

APPROVED BY

Title

DATE POSTED

DATE HIRED