

Job Title: Part-time Finance/Accounting Clerk
Department: Finance
Reports to: Accounting Manager

FLSA status: Non-Exempt
Classification: Administrative
Supervises: None

The world renowned overnight relay that is Ragnar Relay is hiring a part-time Finance/Accounting Clerk position to work in the Salt Lake City office.

Position Summary: This position will have some understanding of GAAP, familiarity with accounting systems, expertise with Microsoft Office (especially Excel), familiarity with closing processes, skilled with oral and written communications, with the ability to assist in the creation of formal policies, procedures and documentation to improve our processes.

Qualifications:

- Associates Degree or higher in Accounting, Finance, or related field required.
- 1-2 years of related experience.
- Some accounting knowledge and expertise in General Ledger, A/R, A/P.
- Strong competency in Microsoft Office suite, primarily Word and Excel, and skilled in QuickBooks.
- Excellent interpersonal and communication skills with the ability to work effectively as a member of finance team and multiple cross-functional project teams.
- Understanding of internal controls.
- Detail-oriented self-starter with the ability to prioritize projects, work within short time frames and meet deadlines.

Essential functions and responsibilities:

- All functions of Accounts Payable
- All functions of Accounts Receivable and collections of partnered vendors
- Coding corrections in QuickBooks
- Actual versus Budget reports
- Filing current and previous periods to electronic versions

Nonessential functions:

- Interface with other departments, customers, and vendor representatives
- Responsible for effective communication levels and fosters team building
- Miscellaneous projects as assigned
- Perform other related duties as assigned
- Some lifting (25 lbs.)

Physical demands and work environment: The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Physical demands: While performing duties of job, incumbent is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; talk and hear. Employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Work Environment: The noise level in the work environment is usually moderate.



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