



Mega Rentals, Inc.

TRAFFIC SAFETY

Job Description

Position:	Accounting Assistant	Supervisor:	Controller
FLSA/Status:	Non-Exempt/ Full Time	Last Updated:	February 25, 2020 CR

SUMMARY

The Accounting Assistant will perform a combination of duties that provides direct assistance to the Controller and the overall Finance Department. The position requires thorough and efficient completion of tasks. Provides administrative support to office staff as needed. This position also frequently communicates with individuals both internal and external to the organization.

ESSENTIAL JOB FUNCTIONS AND DUTIES

- Field Payroll Support
 - Assist payroll in time card allocation and entering timecards
 - Support payroll processing and certified payroll compliance
 - Onboard/offboard GPS FOBs and fuel pins for new employees
- Inventory Transactions
 - Enter consumable inventory consumption and transfer tickets into accounting system
 - Enter monthly consumable inventory counts into accounting system
 - Follow up with branches for missing tickets and/or count discrepancies
- Fixed Assets
 - Enter additions and disposals into fixed assets tracking systems
 - Run monthly depreciation
 - Prepares annual personal property tax forms when necessary utilizing fixed asset records
- Vehicles
 - Enter new vehicles and remove disposed vehicles from GPS system
 - Prepare DOT forms and Driver Vehicle Inspection Report (DVIR) Filing
 - Upload fuel purchases from WEX account into accounting system
- Reception
 - Answer telephone, screen and direct calls
 - Take and relay messages by telephone, in written form, e-mail, or in person
 - Greet visitors entering location and direct them to appropriate destination according to their needs
 - Collect, sort, distribute, and prepare mail, messages, branch mail, and/or courier deliveries
- Filing paperwork
- Provide back-up coverage for Accounts Receivable and/or Accounts Payable
- Perform other duties as assigned

JOB REQUIREMENTS

- Associate's Degree in Accounting or 2+ years related accounting work experience required
- Proficiency in Microsoft Excel, Word, and Outlook required
- Payroll experience including certified payroll preferred
- Vista by Viewpoint ERP/Accounting System experience preferred
- Sage FAS experience preferred
- Strong initiative to take on challenges and responsibilities
- Knowledge of administrative and clerical procedures
- Efficient time management skills



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- Strong verbal and written communication skills
- Customer service focus
- Attention to detail, careful and thorough in completing tasks
- Ability to sit for long periods of time
- Constantly operates a computer and other office equipment

ADDITIONAL SKILLS AND QUALIFICATIONS

- Must follow all company policies, procedures and processes for safe and successful completion of projects
- Demonstrate Mega Rentals' Core Values
 - **Excellence**- Take pride in our efforts towards continuous improvement and quality work. We are committed to being the best.
 - **Dependability**- Meeting our customer's needs through experience, knowledge and ingenuity to ensure timely project completion.
 - **Honesty**- We do what is right, acknowledge our mistakes, and act with courage and fortitude.
 - **Safety**- Our passion is to protect our team members, the public and our customers by mitigating the inherent risks associated with the improvement of infrastructure.
 - **Teamwork**- All team members support and encourage each other to ensure the company goals are being met, knowing that success enriches the lives of all stake holders.

Resumes can be submitted via email: hinfo@megarentalsinc.com or sent to the Corporate Office:
Mega Rentals, Inc.
P.O. Box 8026
Madison, WI 53708

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