



Open Position  
Staff Accountant

Location: Lisle, IL 60532  
Employee Type: Full-Time Employee  
Manages Others: No  
Job Type: Professional  
Education: Bachelor's Degree in Accounting  
Experience: At least 5 year(s)  
Travel: Up to 20%  
Relocation Covered: No

DESCRIPTION:

RELCO Locomotives is looking for a highly motivated Staff Accountant to join our Corporate Headquarters in Lisle IL. Responsibilities include a wide variety of accounting tasks involving high-level financial reporting and analyses. Minimal travel may be required.

REMUNERATION

Base Pay: \$45k-\$55k/Year – Commensurate with Experience  
Position is not eligible to receive a performance bonus.

All employees receive health, dental, vision, disability and life insurance along with 401k.

JOB DESCRIPTION

The Staff Accountant will be responsible for preparation of proper and timely routine account reconciliations and financial variance reporting, assist in the preparation of assigned audit and tax work papers in conjunction with the CAO and Treasurer's requirements with strict application of GAAP.

RESPONSIBILITIES

Applicant will assist with daily cash management, prepare general ledger entries for month-end closing, prepare schedules and reports to support monthly financial statements and year-end audit, prepare monthly variance analyses on income statement and balance sheet accounts, prepare monthly cash account reconciliations, assist with monthly and quarterly consolidations and banking covenant schedules, assist with preparation for quarterly Board Report, assist Treasurer with continued process improvements and cost analyses whereby driving increased net income.

REQUIREMENTS

- Bachelor's Degree (or higher) in Accounting from an accredited program
- At least 5 years experience
- Candidates must be competent in interpreting and applying GAAP principles, practices, policies and procedures
- Experience with Great Plains software
- Experience in monthly closing and year-end processes
- Travel 10 – 20% of time as needed for offsite inventory, audits or acquisitions



Open Position  
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- Highly proficient in Excel, Word, and PowerPoint applications
- Strong written and verbal communication skills
- Solid analytical skills
- Ability to multi-task with keen attention to detail
- Proven ability to meet critical deadlines