



Staff Accountant

Summary: Support the goals and objectives of the corporation through performing various accounting duties including the participation of monthly close, financial reporting, management reporting, and balance sheet reconciliation preparation and sales and use tax reporting.

Responsibilities: General Ledger, cash application, variance analysis, accounts receivable and reporting. Integral in the monthly close and the preparation of the monthly results for Dynex US and related international entities. Assist with preparation of journal entries to facilitate the monthly and year-end close of Dynex and its subsidiaries. Assist with annual budget and monthly comparison of actual results to budget. Assist with annual external audit including preparation of field work schedules, audit work paper documentation and financial statement preparation. Prepare monthly borrowing base calculation. Prepare and distribute daily, monthly and quarterly reports (dashboard, margin report, customer statements and Ad hoc reports). Calculate sales team commissions. Manage customer collections. Reconcile cash for all bank accounts, accounts payable and accounts receivable. Other duties as assigned.

Supervisory Responsibilities: None

Success Factors: Ability to work independently with little direction. Dependable. Able to prioritize multiple tasks from multiple sources. Highly organized. Willing to take on a variety of tasks.

Qualifications: Bachelor's degree required. 3 to 4 years of experience.

Computer Skills: Proficient in Word, Excel, PowerPoint, Outlook. Ability to learn new computer programs quickly.

Physical Requirements: Must be able to meet National Institute for Occupational Safety & Health (NIOSH) Standards.

Dynex Technologies is an Equal Opportunity Employer and provides medical, dental, life and disability insurance, Section 125, 401(k), flexible schedules, educational assistance and a great work environment!

Please forward resume including salary requirements to kbhatia@dynex.com.

Visit our website www.dynextechnologies.com.

***No Recruiters Please.**

