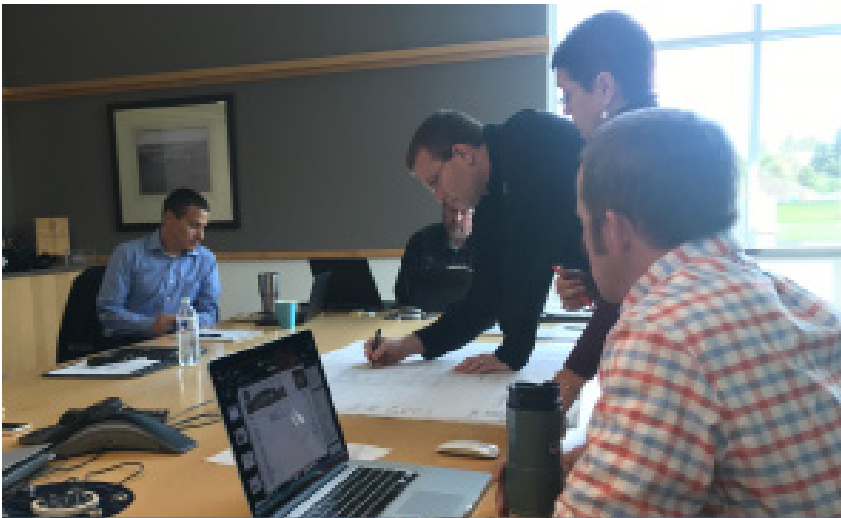


POSITION DESCRIPTION

Accounting Associate

2020



POSITION SPECIFICATION

Position	Accounting Associate
Organization	KFI Engineers (KFI)
Location	St. Paul, MN
Reporting Relationship	Accounting Manager
Website	http://www.kfiengineers.com/

COMPANY BACKGROUND

KFI is a recognized industry leader in process and facility infrastructure design and performance. We serve clients in the United States, Canada and Central America and have capabilities not commonly found in traditional engineering firms, including our commissioning work and our ability to drive projects of all sizes.

KFI was established in 1996 to make a difference in the way infrastructure and processing projects are delivered. We employ a highly trained staff of engineers, technicians and managers who execute projects with the same care and creativity we would expect if we were the client. We are located in Minnesota, Wisconsin, Iowa, North Dakota, and Arizona with a team of over 100 professionals.

POSITION OVERVIEW

You would join an existing team of accounting professionals and be responsible for some of the daily accounting duties. This is a great opportunity to gain insight into overall business operations while performing core accounting competencies. Our accounting team is responsible for supporting two separate companies; KFI Engineers and its sister organization North Central Aviation. If you are looking for a satisfying, rewarding opportunity, with a variety of duties, we are looking for you.

The position is fast pace, full time allowing for some flexibility of daily schedule while maintaining a “core hours” presence.

TYPICAL RESPONSIBILITIES

Specific responsibilities will include, but not be limited to, the following:

- Project cost accounting
- Input and maintain project financial information in software program
- Provide budget vs. actual information to project managers
- Accounts receivable duties including collection follow-up on past due accounts
- Assist with client invoice processing
- Accounts payable duties
- Reconcile credit card statements
- Reconcile daily flight details
- Assist compiling performance tracking metrics

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- Highly motivated, professional demeanor with a “can do” attitude
- Team-oriented and strong work ethic
- Proficient and accurate data entry skills necessary
- Ability to prioritize multiple tasks, shift focus if needed to assist other staff
- Maintain a well-organized system to account for various information processed
- Competency in Microsoft applications including Word, Excel, and Outlook

LEADERSHIP CHARACTERISTICS

Understanding the Business

- Knows the business and the mission-critical technical and functional skills needed to do the job; understands the “KFI way” – our Mission, Vision and processes. Learns new methods and technologies easily.

Getting Organized

- Is well organized and resourceful; effective and efficient at marshalling multiple resources to get things done; lays out tasks in sufficient detail to mark the trail; is able to get things done with less and in less time; can work on multiple tasks at once without losing track; foresees and plans around obstacles.

Focusing on Action and Outcomes

- Attacks everything with drive and energy with an eye on the bottom line; not afraid to initiate action before all the facts are known; drives to finish everything he/she starts.

Focusing on the Customer

- Identifies and anticipates customer requirements, expectations, and needs. Creates systems and processes that make it easy for customers to do business with the company. Ensures that customer issues are resolved.

Communicating Effectively

- Writes and presents effectively; adjusts to fit the audience and the message; strongly gets a message across.

Influencing Others

- Ensures that proposals or arguments are supported by strong logic and a compelling business case, addressing all relevant factors. Identifies the agendas, concerns, and motivations of others.

Builds Relationships

- Treats people with respect; relates well to people regardless of their organization level, personality, or background. Encourages others to express their views, even those contrary to current thinking.

EDUCATION

REQUIRED- Associate's Degree or higher in Accounting or 1 – 2 years of equivalent experience

COMPENSATION

Recognizing the importance of this position to KFI, a competitive hourly wage and benefits package will be offered.

KFI ENGINEERS CONTACT

651-771-0880

670 County Road B West

Roseville, MN 55113

careers@kfi-eng.com