



Accounting Assistant

Department: Administration

Location: Littleton, Colorado

U.S. Citizenship Required for this Position: Yes

Travel: Local

Schedule: Full Time

Description of Business Environment:

Rocky Mountain Scientific Laboratory is an engineering technology and services company made up of scientists and engineers with advanced academic degrees and specialized experience. Our experts possess extensive knowledge and capability in energetic materials and military systems enabling them to offer analytical characterization, modeling & simulation, design, system integration, prototyping, test engineering, and proof-of-concept production services covering a wide range of applications.

RMSL is an Equal Employment Opportunity (EEO), Affirmative Action employer and welcomes all qualified applicants. All qualified applicants will receive fair and impartial consideration for employment without regard to race, color, religion, sex, age, disability, veteran status, national origin or other legally protected status. An applicant with a disability or a disabled veteran can request reasonable accommodation to apply for one of our positions.

Specific Job Description: Rocky Mountain Scientific Laboratory is a growth company with an outstanding opportunity for an Accounting Assistant to join the administrative team. This position is full-time and will report to the Controller.

Duties Include: Responsible for basic bookkeeping duties, the ordering of materials, supplies, services, and/or equipment, and following up with vendors on shipment and delivery. This includes but is not limited to:

- Validate and enter bills/expenses into accounting system, ensure prompt payment to vendors and suppliers via check, EFT or credit card. Record payments in accounting system
- Assist with time and expense entries to ensure prompt and accurate import into the accounting system
- Monitor accounts receivable, generate invoices promptly, track payments as received
- Perform bank account and credit card reconciliations
- Maintain journal entries as needed
- Provide support for processing payroll
- Assist in a timely and accurate monthly financial close
- Work on special projects as assigned, provide support to administrative team
- Assist in data entry for project financial analysis
- Receive, review, place and document orders in accordance with company policies and procedures
- Perform necessary research to ensure best value; perform vendor competition when required and document appropriately; provide documentation for sole source justifications when required
- Ensure pricing and delivery terms are confirmed and communicated to the appropriate parties

- Professionally communicate written and verbal information with employees, vendors, suppliers, and subcontractors
- Research invoice inquiries
- Develop and maintain a strong and positive relationship with suppliers and vendors
- Negotiate best vendor terms, pricing and delivery based on cost and schedule requirements
- Setup and maintain vendor records in electronic system; maintain W-9s and COIs
- Actively manage the purchasing log; follow up on orders to ensure that materials are shipped and delivered on schedule
- Complete and submit expense reports with accompanying documentation (electronic and paper) on behalf of employees utilizing the electronic time & expense system
- Properly code purchases and expenses using chart of accounts
- Verify receipt of items by comparing items received to items ordered; resolve shipments in error with suppliers
- Sorting of incoming shipments and distribution to the appropriate departments in a timely manner
- Maintain proper documentation of purchases, expenses, shipments, and related matters
- Schedule, prepare and send outgoing shipments in accordance with company policies and procedures
- Schedule service and maintenance for company vehicle(s) and maintain records
- Drive company vehicle to station for required maintenance and refueling, as needed
- Assist with inventory, as needed
- Bank runs and errands, as needed
- Various facilities duties, as needed
- Update job knowledge by participating in educational opportunities
- Document internal processes and procedures
- Other duties as required

Required Skills:

- Commitment to delivering results, solutions oriented; strong organizational skills and ability to problem solve and multi-task
- Ability to examine and analyze issues independently, process and reconcile data, and plan, prioritize, and organize own workload
- Excellent verbal and written communication skills
- Attention to detail
- Ability to work independently and as an effective team player
- Strong interpersonal skills, professionalism, discretion, and high level of customer service
- Documentation skills
- Ability to efficiently produce accurate work in a fast-paced environment
- Ability to consistently follow and enforce established company policies
- High level of personal integrity and ability to maintain confidentiality
- Must be flexible and able to respond positively to changes or episodic workload adjustment due to change in volume or priorities



- Proficiency in Microsoft Office Suite for PC: Excel, Word, Outlook, and PowerPoint
- Physical requirements:
 - Must be able to sit for extended periods of time; must be able to lift up to 25 lbs.; must have the ability to see near and far and work with a computer monitor on a daily basis
 - Required to bend, sit, stand and lift to perform job effectively
- Must be able to work overtime as required

Minimum Qualifications:

- Associate's Degree in accounting, or related field
- US Citizenship
- Valid Colorado Driver's License
- Clean driving record
- Ability and means to travel for local errands as needed, proof of liability and property damage insurance on vehicle used is required

Preferred Qualifications:

- Experience using Procas Time & Expense
- Experience in one or more of the following areas:
 - Accounts payable
 - Bookkeeping
 - Accounting
 - Supply management
 - Vendor relations
 - Human resources
 - Financial analysis
 - Procurement
 - Purchasing
 - Government contracting
- Bachelor's degree in Accounting, or other related field, or two years related experience

Disclaimer: The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

We offer a competitive compensation and benefits package and a dynamic, team oriented, and fun environment. Some on-the-job training is provided; compensation and title contingent upon experience. If you are interested in knowing more about this great opportunity, please send a resume and cover letter expressing why this role may be suitable for you along with salary requirements to: jobs@rmsl.net.

Visit our website at www.rmsl.net to learn more.