



## JUNIOR ACCOUNTANT

In 1985, Mike and Kim Crabb founded Diamond C with a small team and a big dream. Over the years, the company has grown significantly, now employing over 900 team members. Diamond C remains a family-owned and operated business, with a strong emphasis on our foundational “Do Work, Love Strong” culture, which is based in Mt. Pleasant, TX.

We are unwavering in our commitment to more – more process improvements, more sustainable manufacturing, and more opportunities for our team. Our purpose is to fuel the growth and success of our team members, customers, and community. We're dedicated to being a positive force for change and using our expertise to make a meaningful impact on our community abroad. This role is located in Mount Pleasant, TX 75455

### **Purpose:**

The Junior Accountant will assist with and support all accounting functions for each subsidiary of Roadclipper Enterprises. The role will build effective relationships with team members and have a strong focus on our foundational “Do Work, Love Strong” culture.

**Shift & Schedule:** MON-FRI 8:00A-5:00P

### **Responsibilities:**

- Utilize computer software for reporting and data entry including journal entries, accounts payable, accounts receivable and payroll for each of Roadclipper’s subsidiaries
- Reconcile general ledger and bank accounts
- Assist with month end close process
- Prepare internal financial and statistical reports monthly
- Prepare and file sales tax reports
- Collaborate with other departments to gather data
- Travel to each Roadclipper business location as required

### **Qualifications:**

- 1+ years of accounting experience required
- Bachelor's degree in Accounting, Finance or Business
- Ability to work in a fast paced environment under pressure
- Proficiency in technology and computer software including Microsoft Excel
- Experience in data collection, entry and reporting with great attention to detail and confidentiality
- Efficient multitasking, organizational, and time/energy management skills
- Excellent verbal and written communication skills with a commitment to excellent customer service
- Exhibits a problem solving attitude; constantly seeks ways to improve processes, increase efficiency, and find solutions to current situations or to develop new methods and procedures.

### **Benefits:**

- Medical
- Dental
- Vision
- Long and Short Term Disability
- Employer Paid 25K Life Insurance
- Other Supplemental Policies
- Physical Wellness Program
- Paid Maternal/Paternal Leave
- Tuition Reimbursement Program
- 401(k) & Company Match
- Scholarship