



Job Title: Accounting Assistant

Reports to: Controller

Job Summary

Tates Rents has been providing equipment rental to the Treasure Valley for over 75 years and is now employee-owned! The company was built on treating our employees and customers like family and supporting the community. Join us in continued growth and have the opportunity to own a piece of the company's success.

We are looking for a self-starting Accounting Assistant with an eye for detail and a knack for organization. This position will be key in maintaining the culture of a local, employee-owned business while also structuring the company for future growth and success. This position will be primarily responsible for managing the company's accounts receivable and credit policy. The ideal candidate is also qualified and motivated to assist with financial analysis, research, and month-end processes.

This position will be based out of our corporate office at 1356 E. Beechcraft Ct. Boise, ID 83716

Essential Job Duties and Responsibilities

Accounts Receivable: 50%

- Develop and maintain an updated credit policy
- Accounts receivable administration – send invoices, record and reconcile payments, maintain customer records and resolve payment discrepancies
- Customer communication – Contact customers for payment resolution and negotiate payment plans
- Evaluate prospective customer's creditworthiness.
- Communicate and collaborate with store managers and sales team to relay relevant credit information.
- Manage and understand lien process. Review and complete relevant lien releases for customers as necessary.

Accounting Assistance: 50%

- General ledger accounting and support
- Assist in the preparation, review and analysis of month-end statements
- Maintain internal controls
- Perform ad hoc analysis to assist operations

Perform other related duties as assigned

Qualifications

Education, Skills & Requirements

- Associates or Bachelor's degree in Accounting or relative accounting and AR experience.

- Excellent verbal and written communication skills – strong phone skills and professional communication with customers required.
- Computer proficiency including working knowledge of Excel including data manipulation, advanced formulas, importing and exporting.
- Understanding of financial statements and financials impact.
- Ability to work independently and prioritize tasks.
- Experience performing notary duties is a plus.
- Ability to maintain positive relationships with coworkers and work as a team.

Working conditions

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.

Benefits

Work for the Treasure Valley rental industry leader, with an established history of success. Tates Rents takes pride in treating its customers and employees like family.

- Salary Range: \$40K - \$50K DOE
- Qualify for monthly bonuses based on company performance. (Make the company better every day and share in earned success)
- Qualify for employee ownership
- Qualify for 401K benefit with 4% dollar for dollar match.
- Medical, dental and vision – on average the company covers 75% of insurance costs.
- Company provided life insurance
- Two weeks of paid parental leave
- Use rental equipment upon availability and approval
- Five paid holidays and ability to earn additional paid time off

*Qualify for employee ownership, 401K, and monthly bonuses after one year of employment.

Tates Rents Contact

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This company is committed to equal employment opportunity. We will not discriminate against employees or applicants for employment on any legally recognized basis including, but not limited to: military status, race, color, religion, gender, genetic information, sexual orientation, national origin, physical or mental disability and/or age.