



Apogee Instruments of Logan, Utah, is an energetic manufacturer of innovative electronic sensors used in meteorological, agricultural, and renewable energy applications around the world. If you value a beautiful location, great coworkers and an organization that truly cares about its employees, please review the requirements below and submit your resume.

Assistant Staff Accountant/Bookkeeper

GENERAL DUTIES AND RESPONSIBILITIES:

- Assist with processing weekly accounts payable/receivable, filing, and maintaining documentation.
- Help maintain financial reports, records, and general ledger accounts ensuring compliance with GAAP.
- Prepare journal entries and assist with monthly close processes.
- Respond to information requests and assist with audits.
- Process sales orders/order entry in coordination with sales staff.
- Perform clerical support tasks.
- Assist management and other accountants as needed.

KNOWLEDGE AND SKILLS:

Required

- 5+ years of experience in bookkeeping/accounting or working towards an accounting degree.
- Proficiency with the MS Office Suite, especially Excel, Word, Outlook, and PowerPoint.
- Excellent written, verbal, and interpersonal communication skills.
- Enthusiasm for working at a small, rapidly growing company.

Preferred

- 10+ years of accounting experience or Bachelor's degree in Accounting.
- Experience with Millenium III software (M3) or other ERP systems.

This position features competitive compensation commensurate with experience, with excellent benefits including health insurance, retirement, paid holidays, compensated leave, and profit sharing. This is an in-person job at our headquarters in Logan, Utah.

If you are interested in this position and meet the above qualifications, please send your cover letter, résumé, and three references to:

Mishell Gundersen
Lead Accountant
Apogee Instruments, Inc.

mishell.gundersen@apogeeinstruments.com