



Lake State Railway Company Job Description

Position: Entry Level Accounting

Department: Administration

Reports to: Customer Accounting & Car Hire Manager

Summary:

This is an entry level accounting position that will be part of our financial team.

Primary Activities and Responsibilities:

- Assist with miscellaneous billing to include: demurrage, switching, and other monthly fees.
- Assist in the processing of monthly car-repair billing, exceptions, and counter billing requests, as needed.
- Assist in tracking and recording all storage railcars.
- Assist with tracking and recording all newly acquired lease agreements.
- Assist in car hire accounting to include: payables, receivables and reclaims.
- Other duties as assigned.

Competencies:

To perform this job successfully, an individual should demonstrate the following competencies:

- Ability to effectively communicate (both speaking and listening) in face to face interactions or via telephone and email.
- High level of initiative and ability to interact well in a team environment.
- Organization skills; uses time efficiently and sets goals and objectives along with the ability to plan and carry out responsibilities with minimal direction.
- Multi-tasking capabilities; ability to meet deadlines.
- Ability to maintain professionalism while working in a high-pressure environment.
- Strong attention to detail.
- Problem-solving skills; identifies and resolves problems in a timely manner.
- Ability to write and speak clearly and informatively.
- Proficient in Microsoft Office Software.
- Ability to observe all safety procedures and report potential unsafe conditions.
- Ability to keep a clean and safe work environment.
- Ability to build harmonious relationships with your colleagues and supervisors.

Physical Demands:

Reasonable accommodations may be made to enable individuals with disabilities to perform the physical demands listed below.

- Sitting for long periods of time; majority of time will be spent in front of a computer screen.
- Occasionally lift and/or move up to 25 pounds.

Education and Training:

- High School Diploma or GED required.
- 2 year financial degree preferred or equivalent work experience
- This position will be subject to drug and alcohol screening under company authority.
- Must be 18 years of age or older.