



50 South Third Avenue West
Dickinson, ND 58601-5595
(701) 456-6716 / (800) 456-6716
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<http://www.tmisystems.com/>

Position: **Director of Accounting/Accounting Manager**

Benefits: Holiday pay, paid leave time, 401k and Roth retirement plans, flex benefit programs, medical, life, long term disability insurance, and more.

Compensation: Salary is based on education and work experience

Duties and Responsibilities:

- Apply principles of accounting to analyze financial information and prepare monthly, quarterly and annual financial reports
- Ensure compliance with local, state and federal reporting requirements
- Prepare annual budgets
- Manage staff in A/R, A/P, P/R, G/L, fixed assets and administration
- Manage the company's insurance and bonding
- Present to the Board of Directors on a quarterly basis

Desired Qualifications:

- Business degree in accounting is preferred
- Minimum of 5 years experience and/or training
- Experience in managing all areas of P & L and Balance Sheet Accounting
- Proficiency in Windows applications
- Strong organizational skills, proficient in active communication and solid interpersonal skills

Applications accepted: Through January 20, 2012