



Job Title: Accounting Assistant
Department: Accounting
Reports To: VP, Finance
FLSA Status: Hourly/ Non-exempt

General Description: Assist in the administrative and clerical duties of the Accounting Department. Prepare and assist with the weekly processing of payroll. Manage all logistics carrier payments, process and track all corporate accounts payable ACH payments, perform the issuance of license plates and permits for vehicles and serve as a backup to the Accounts Payable position.

Essential Duties and Responsibilities:

- Perform assigned aspects of the payroll process for drivers, office and mechanics. Ensure
- Perform analysis related to weekly driver minimums to ensure adequate time for review and approval
- Setup and maintain all pertinent payroll; employee master information in the AS400
- Process all Baylor Logistics carrier settlements (set up ACH payments, send payment remittances to carrier, run checks, etc.)
- Reconcile all EFS, Pilot/ Flying J and Terminal Fuel Purchases
- Process daily check deposits using bank scan system
- Review and reconcile all digital banking payments
- Ensure payment of all monthly recurring activity including insurance, utilities, rental payments, monthly subscriptions/ services and fuel
- Serve as backup for overflow call volume
- Serve as the backup for accounts payable position
- Other duties as assigned

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

- Planning/Organizing - Prioritizes and plans work activities to use time efficiently in order to meet
- Professionalism - Treats others with respect and consideration regardless of their status or position;
- Quality – Performs job tasks with accuracy and thoroughness while monitoring own work to ensure
- Quantity – Completes work in a timely manner while seeking ways to increase productivity
- Adaptability – Adapts to changes in the work environment; able to deal with frequent changes, delays,
- Attendance/Punctuality – Arrives to work consistently on time and minimizes schedule deviations for
- Dependability – Follows instructions, responds to management direction and completes tasks on time or
- Initiative – Seeks and takes advantage of opportunities; requests and offers assistance when necessary

- Innovation – Meets challenges with resourcefulness; possesses ability to develop innovative approaches

WorkEnvironment

Professionalatmosphereinanoofficeenvironment.Scheduled work hours of 8:00AM- 5:00PM, Monday through Friday.

Benefits

Baylor Trucking is proud to offer Health Insurance, Dental Insurance, Vision Insurance, Life Insurance, Paid Holidays, PTO and 401(k) with company match.

Applicants should email jrumsey@baylortrucking.com with a resume to apply.