



Effective for: 2008/09

JOB DESCRIPTION & ANNUAL ACCOUNTABILITIES

NAME:		REPORTING TO:	Director of Finance
POSITION TITLE:	Accountant	DIRECT REPORTS:	N/A
DEPARTMENT:	Finance	LOCATION:	Boulder, Colorado

POSITION PURPOSE:

The Accountant is responsible for the integrity of Intrepid’s financial information and records and works closely with the Director of Finance to ensure accurate, timely, reliable and actionable financial reporting is provided to enable the strategic and operational management of the business. Additionally, the Accountant manages the daily administrative needs of our office (repairs & maintenance, office supplies, mail, etc.).

QUALIFICATIONS AND EXPERIENCE

- Bachelor degree in accounting
- 1-3 years professional accounting experience
- Prior experience with a robust accounting system
- Prior experience reconciling complex balance sheet accounts
- Proficiency in Microsoft Office applications, including intermediate-level Excel
- Demonstrated success in process improvement

OTHER SKILLS AND ATTRIBUTES

- Passion for continuous learning
- Strong communication and interpersonal skills
- Believe fun can be a corporate value
- Solid foundation in generally accepted financial principles and accrual-based accounting
- Ability to handle confidential and sensitive materials with professional discretion
- Friends call you a "neat freak"
- Enjoy solving puzzles
- Internal drive for success and darn-close perfection
- Understand and appreciate Intrepid’s culture and values

Annual Operational Accountabilities	Benchmark Measure
Manage accounting policies and procedures	<ul style="list-style-type: none"> • Compliant with Intrepid’s Global Finance Policies and Procedures and GAAP. • Minimal management points at year-end audit advising of non-compliance. • Day-to-day work procedures are documented and maintained
Maintain appropriate records of financial activity	<ul style="list-style-type: none"> • Filing current & system provides for ease of retrieval. • All charges appropriately documented.
Prepare monthly financial statements & supporting schedules (including budget variance analysis)	<ul style="list-style-type: none"> • Monthly processes, journal entries and intercompany transactions posted timely. • Financial activity and position of the company informatively reported each month by stated deadlines.
Reconcile all balance sheet accounts every month	<ul style="list-style-type: none"> • All reconciling items appropriately identified and cleared within stated timelines.
Process payroll and administer employee benefits	<ul style="list-style-type: none"> • All employees paid appropriately and benefits administered in accordance with policy.
Process accounts payable	<ul style="list-style-type: none"> • Expense approval, coding, data entry and payment processed accurately and in line with payment terms and corporate policies.

Annual Operational Accountabilities	Benchmark Measure
	<ul style="list-style-type: none"> • Appropriate W-9s on file and 1099s issued timely. • Accurate sales & use tax returns filed timely.
Process accounts receivable	<ul style="list-style-type: none"> • Customer payments promptly posted, deposited and reconciled. • Discrepancies resolved within 30 days. • Refunds issued timely.
Ensure functional, safe, and clean office	<ul style="list-style-type: none"> • Office clean, organized and stocked. Office equipment functional. Repairs and maintenance promptly attended. Office supplies and maintenance within budget.
Analyze data and prepare fun ad hoc reports as requested	<ul style="list-style-type: none"> • As requested