



# Staff Accountant

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## Summary

### Job Title

Staff Accountant

### Department

Finance

### Position Description

American Peat Technology is seeking a motivated and detail-oriented Staff Accountant to join our growing finance team. This is an excellent opportunity for recent graduates or those with limited professional experience to begin their career in accounting. The ideal candidate will possess strong analytical skills, a solid understanding of accounting principles, and the ability to work collaboratively in a fast-paced environment.

The schedule for this position is generally Monday through Friday, 8 am to 4:30 pm. Other days and hours are occasionally required.

This position starts at \$ 55,000

APT offers PTO, a medical and dental plan, matching 401K and charitable giving plans, and paid volunteer opportunities.

This position reports to the Controller.

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## Position Requirements

- € Working knowledge of GAAP
- € 4-year college degree, 2-year college degree or equivalent work experience in the field of accounting, finance, or related field preferred.
- € The preferred candidate would be willing to work onsite in Aitkin and off-site work meeting locations as requested. Some travel may be required (less than 10%).
- € Familiarity with ERP software systems preferred; experience with QuickBooks is a plus. Ability to learn other software as needed.

- € Strong technical skills and proficiency in use of Microsoft office applications including Word, Excel, and PowerPoint. Ability to learn other software as needed.
  - € Demonstrated ability to maintain strict confidentiality and use good judgment in making independent decisions with a high degree of tact and diplomacy.
  - € Demonstrated ability to work with and communicate with individuals at all levels and functions (technical and non-technical), internal and external to the organization.
  - € Demonstrated ability to manage multiple projects and deadlines, to coordinate a set of diverse assignments and remain flexible and composed.
  - € Excellent anticipatory and organizational skills.
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## Key Responsibilities

- € Support the accounts payable and receivable processes by processing invoices, tracking payments, and following up on outstanding balances.
- € Assist in the preparation and maintenance of general ledger entries, ensuring accuracy and timeliness.
- € Assist with the preparation of monthly, quarterly, and annual financial statements, including balance sheets, income statements, and cash flow reports.
- € Accurately input accounting data into the company's financial software system, ensuring all records are up to date.
- € Assist with the preparation of tax returns and filings, including sales tax, income tax, and other relevant taxes.
- € Assist with internal and external audits by providing necessary documentation and supporting schedules.
- € Support the accounting team with special projects and process improvements as needed.
- € Collaborate with colleagues to accomplish APT's mission and vision.
- € Support other company tasks and responsibilities as needed.

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## About American Peat Technology

American Peat Technology, LLC (APT) is a 20-year-old privately-owned business located in Spencer Township near the City of Aitkin in Central Minnesota and the southwest corner of the State's Iron Range Region. APT's flagship business is the harvesting of peat to produce valuable granular products for the agriculture and water treatment markets. In recent years, APT has expanded the scope of its business to four distinct market areas:

1. Agronomy (row crops, turf, and horticulture)
2. Water treatment
3. Mineral mining and processing
4. Consumer products including spirits and personal care products

With the expanded business focus, APT is committed to growth, both throughout its business interests and among its talented family of employees. APT is committed to its member-investors, employees, customers, and community, led by its Mission, Vision, and Values:

### Mission

*Creating global impact by unlocking the potential of overlooked resources*

### Vision

*Solving the world's gnarliest issues*

### Values

- Resourceful –** We are creative problem solvers who use what we have, and a can-do attitude, to overcome any challenge.
- Industrious –** We work hard and get dirty to make our living.
- Stewardship –** We serve and care for all that has been entrusted to us: our business, our people, our community, and our planet.
- Entrepreneurial –** We pursue overlooked opportunities and create new solutions – often from scratch.

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## About Aitkin, Minnesota

Aitkin is located about 90 miles west of Duluth and 150 miles north of the Twin Cities of Minneapolis and St. Paul. Aitkin County is known by its tagline, "Naturally Better." Aitkin hosts a wide variety of natural resources and outdoor adventure opportunities in addition to possessing a thriving arts, music and farm-to-table scene.

Located between the Mississippi and Ripple Rivers, Aitkin sits 20 miles from the internationally renowned Cuyuna Lakes Mountain Bike Trails and 35 miles from the Brainerd Lakes Area, which welcomes millions of annual visitors from all over the world.

Check out this [video](#) to learn why it's naturally better in Aitkin County.