



Staff Accountant

Local Denver, CO Candidates Only

Warming Trends designs, manufactures, and distributes superior outdoor gas fire features. Our main office is in Englewood, Colorado, about 20 minutes south of downtown Denver. With patented, competitively advantaged and United States made products, we have created a company that has proven itself to be an innovative industry leader. We appreciate every opportunity we are given to contribute to our customers' outdoor living environment and lifestyle. Visit our website at www.warming-trends.com to learn more.

Along with our product, our employees seek to delight our customers and help drive our successful brand.

As Warming Trends continues to expand, the Company is committed to investing in our team members, as we are seeking members whose performance can match that of our CrossFire burner systems.

Staff Accountant

Job Responsibilities:

- Assist with customer credit applications.
- Maintain customer master data and sales tax certificates.
- Perform day to day financial transactions, including collection of sales orders and bill of ladings, processing customer invoices, remittances, and refunds.
- Resolve discrepancies with customer billing and payment receipts.
- Monitor accounts receivable collections by maintaining an aging report, facilitate payment of invoices by contacting customers and sending bill reminders.
- Assist with daily bank management duties.
- Support month-end close and audit including record reclassifications and adjustments, reconcile prepayments, accounts receivable, intercompany and revenue ledgers.
- Perform financial statement analysis by generating management status reports.
- Collaborate and assist with the implementation of new ERP system and other ad hoc projects.

Knowledge/Skills:

- Bachelor's Degree in a related field with at least 2 or more years of relevant experience
- Higher education may substitute for relevant experience.

- Relevant experience may be considered in lieu of required education.

Job Type: Full-time

Annual Salary: \$50,000 – \$65,000 + Discretionary Annual Bonus

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Health insurance
- Life insurance
- Paid time off
- Vision insurance

Job Location: On site in our Englewood office.

Posting Contact Name: Baillie Wessling

Posting Contact Email: BWESSLING@WARMING-TRENDS.COM

Warming Trends, LLC is an equal opportunity employer. Warming Trends, LLC does not discriminate based on race/color/religion/sex/national origin/veteran/disability/age/sexual orientation/gender identity or any other characteristic protected by law.