



Position Title: Lead Accounting Specialist – Bins & Rails
Department: Finance
Reports To: Senior Accountant
Exemption Status: Non-Exempt

Position Purpose:

The Lead Accounting Specialist - Bins and Rails is responsible for leading and performing daily accounting processes utilizing internal & external data, verifying accurate data entry with detailed analysis, providing excellent customer service and performing reporting functions related to PWE's bins and rails line of business. This enthusiastic, self-motivated individual will be part of a team-oriented environment within the Finance Department of a rapidly growing company that is also entering into a new line of business.

Essential Job Functions (not limited to):

- Manages the Bins & Rails revenue lines, including assisting with identifying and valuing bins and rails transactions.
- Compiles, sorts, and verifies accuracy of all incoming data and investigate errors.
- Manage the Bins and Rails costs through analysis and verification of internal and external data.
- Monitor and maintain accurate A/P aging.
- Assist with sales and use tax determinations and reviews.
- Coordinate and assist other departments through reports and validating work orders for Bins & Rails.
- Recommend, create and document best practices for processes and procedures for the Bins and Rails line of business.
- Assist with month end closing processes and reporting including review and posting month end accruals in accordance with US GAAP.
- Additional job related duties as needed.

Qualifications:

- Bachelor's Degree in Accounting.
- 10 years of accounting experience in lieu of degree.
- 5 years industry experience - Energy, Transportation or Environmental Industries.
- 3-5 years supervisory experience preferred.
- Proficient with QuickBooks Enterprise and Microsoft Office (Outlook, Word, Excel, PowerPoint).
- Must have strong attention to detail.
- Must have advanced analytical skills.
- Ability to multi-task and effectively manage time.



- Ability to work independently and prioritize duties with minimal supervision.
- Strong communication skills both oral and written, always employing professionalism.
- Adopt rapid change with enthusiasm and entrepreneurship.
- Knowledgeable about sale and use tax preferred.

Work Environment:

- Typical office environment with a quiet noise level.
- Required to sit for long periods of time in front of a computer.
- Available to take on-call one to two weekends per month.
- Must be able to lift 10-20 lbs.

The above description is meant to provide an overview/summary of the nature and level of work being performed; it should not be construed as an exhaustive list of all responsibilities, duties and requirements of the job. Petro Waste Environmental reserves the right to modify the content formally or informally, follow any other job-related duties/functions requested by their supervisor. Further, all employment at Petro Waste Environmental is of an at-will nature and, as such, the company reserves its right to terminate any position or employee (with or without notice and with or without cause) within its discretion.