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## Accountant and Payroll Job Description

xCraft is the fastest growing drone manufacturer in the Northwest. Our mission is to develop powerful flying machines that change the world. An accountant and payroll person must be a rockstar employee that is responsible for calculating pay and deductions, issuing checks, maintaining records of financial transactions, posting transactions and ensure legal requirements compliance.

### Primary Tasks:

- Maintains payroll information by collecting, calculating, and entering data.
- Updates payroll records by entering changes in exemptions, insurance coverage, savings deductions, and job title and department/division transfers.
- Prepares reports by compiling summaries of earnings, taxes, deductions, leave, disability, and nontaxable wages.
- Determines payroll liabilities by calculating employee federal and state income and social security taxes and employer's social security, unemployment, and workers compensation payments.
- Resolves payroll discrepancies by collecting and analyzing information.
- Provides payroll information by answering questions and requests.
- Maintains payroll operations by following policies and procedures; reporting needed changes.
- Maintains employee confidence and protects payroll operations by keeping information confidential.
- Contributes to team effort by accomplishing related results as needed.
- Develops system to account for financial transactions by establishing a chart of accounts; defining bookkeeping policies and procedures.
- Maintains subsidiary accounts by verifying, allocating, and posting transactions.
- Balances subsidiary accounts by reconciling entries.
- Maintains general ledger by transferring subsidiary account summaries.
- Balances general ledger by preparing a trial balance; reconciling entries.
- Maintains historical records by filing documents.
- Prepares financial reports by collecting, analyzing, and summarizing account information and trends.
- Complies with federal, state, and local legal requirements by studying requirements; enforcing adherence to requirements; filing reports; advising management on needed actions.
- Contributes to team effort by accomplishing related results as needed.

### Must possess the following skills:

- Analyzing Information
- Data Entry Skills
- Attention to Detail
- Confidentiality
- Thoroughness
- General Math Skills
- Financial Software
- Reporting Skills
- Verbal Communication
- Organization
- Accounting
- SFAS Rules
- Dealing with Complexity

- Reporting Research Results
- Developing Standards

**Must be competent using the following software:**

- Microsoft Office
- Google Drive
- Google Docs/Sheets/Forms
- Slack – For team communication/instant messaging
- Wunderlist – for task lists/sharing/tracking
- Asana – for setting and tracking schedules and remote team coordination
- Quickbooks (Online)

**Common Tasks:**

All xCrafters take part in common tasks. We are all expected to keep our work area and common areas clean and functional. If you notice something needs to be done, do it! ☺

- Office cleanup – sweeping, dusting, general organizing, taking out trash, vacuuming, etc.
- Kitchen patrol – washing dishes, making coffee, refrigerator cleaning, counter cleanup, etc.
- Answering phones
- Shipping/Receiving – packing, creating shipping labels, taking packages to post office, etc.
- General labor as needed
- Performs other duties as assigned.

**Acceptable Experience and Training:**

- Bachelor's degree in finance or accounting or a related field.
- Two (2) years' experience in a related field is required; or
- An equivalent combination of education and experience that provides the required skills, knowledge and abilities to successfully perform the essential functions of the position may be considered.