
Staff Accountant

Bend, Oregon

Are you passionate about aviation, building something with your hands or working on an exciting project for a dynamic, growing company? Epic Aircraft LLC is a manufacturer of high performance single-engine turboprop aircraft based in Bend, Oregon. We are seeking enthusiastic, hardworking candidates to join our fun and growing team. The soon-to-be-certified E1000 will be the fastest, highest performing, most affordable and comfortable, six-place single-engine turboprop in the world.

Position Description:

The **STAFF ACCOUNTANT** will assist in maintaining records of financial transactions by establishing accounts, posting transactions, processing and running payroll, AP/AR, journal entries, answering questions, other duties as assigned. The ideal candidate will have a solid background processing Accounts Payable and Payroll. A great attitude and an upbeat personality are a must.

Your Day-to-Day:

- Process and review payroll activity; monitoring payments made to employees and verifying them for accuracy
- Process accounts payable
- Assist with preparation of financial reports by collecting, analyzing, and summarizing account information and trends
- Comply with federal, state, and local legal requirements by studying requirements; enforcing adherence to requirements; filing reports; advising management on actions
- Contributes to team effort by accomplishing related tasks as needed

What You Bring to the Team (Requirements):

- Minimum of **3-5 years manufacturing accounting** experience including accounts payable, accounts receivable, payroll, general ledger and financial reports.
- Experience with **enterprise level** accounting software
- Strong MS Excel and Word skills
- **Fixed asset tracking** experience.
- **Human resource** background is a bonus.
- Ability to perform several tasks concurrently with ease and professionalism
- Knowledge of **regulatory requirements** of processing payroll accounting transactions and reviewing payroll returns.
- Must be able to keep matters **strictly confidential**.
- Have an **outgoing personality** and will contribute to a **positive working environment**.
- Candidate shall not be a foreign national. **US Citizenship or Permanent Resident** (Green Card) is required



JOB POSTING

Why Epic Aircraft:

We are truly passionate about aviation and building an amazing aircraft. You will directly contribute to the success of the soon-to-be-certified E1000. We need people who aren't afraid to work hard, be rewarded and have fun!

Benefits Include:

- Competitive Pay
- Company Provided Paid Time Off
- Company Paid Health Benefits
- Seven Paid Holidays
- 401K Plan
- Advancement Opportunities
- Friendly Team Environment
- Fun Company Events