



JOB POSTING

This form must be used for filling vacancies for any existing or newly created position. Please complete and forward to Human Resources for approval.

JOB TITLE Accountant Compliance Assistant

DEPARTMENT: Management

REQUIREMENTS: Maintains the General Ledger, fixed assets, inventory management and other accounting functions within the company. Compiles financial statements as required by management. Applies knowledge of regulations and standards to the registration, licensing, or approval of SCTC products and acts as a primary interface for Operations, Marketing, and Sales Departments to assure that all regulatory requirements are understood. Completes daily, semi-monthly and monthly Tobacco Tax and Trade Bureau reporting and ensures payments and reports are accurate. Prepares various state stamping, sales, tribal and escrow reports as required by regulations. Develops Procedures and Work Instructions as required to ensure control and compliance to federal and state regulations.

EFFECTIVE DATE OF OPENING: 03/14/2019 CLOSSES: 03/21/2019 or until filled

FULL TIME – BENEFITS AVAILABLE
 PART TIME – NO BENEFITS

A REQUEST FOR TRANSFER FORM IS AVAILABLE IN THE HUMAN RESOURCES OFFICE FOR CURRENT EMPLOYEES WHO ARE INTERESTED IN APPLYING FOR THIS POSITION.

BUDGETED POSITION
BUDGETED POSITION

NON-

JUSTIFICATION FOR
OPENING _____ VACANCY _____

SUPERVISOR SIGNATURE

DATE