



Accounting Information Specialist

Location: Klamath Falls

This individual is responsible for automating and streamlining reporting systems using computer software programs to gather, analyze and present daily business information directly into the hands of managers.

Essential Duties and Responsibilities:

- Accounting
- Auditing
- Job costing
- Inventory control
- Financial analysis

IT:

- System and software implementation
- General operation and maintenance
- Data processing and integrity
- Report writing

Skills:

- Excellent communication skills, including written, verbal and listening skills
- Strong organizational, communication and interpersonal skills
- Excellent problem-solving and analytical skills
- Ability to balance multiple tasks
- Proficiency in Microsoft Office, specifically Excel, Word and Access

Education/Experience:

Bachelor's degree in Accounting, Information Systems/Technologies or related field.

This is a full time position with company benefits (Health, Dental, Life, 401K, Paid Time Off & Holiday Pay). We are looking for a long-term, team player, who likes a challenge and is willing to learn and grow within the company. Please email your resume and cover letter to personnel@diamondhi.com.

Also open to current juniors and seniors in college who are looking to start a career. Part-time and full-time hours are available while finishing degree.