



**Position:** Staff Accountant

**Location:** Sauk Rapids, MN

**Exemption Status:** Exempt

**Division/Department:** Accounting

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### **Position Description**

The Staff Accountant performs monthly journal entries, account reconciliations, posts accounts receivable transactions, and works with customers on inquiries and collection issues as they arise.

### **Primary Responsibilities**

- Prepares monthly journal entries in accordance with GAAP accounting standards.
- Completes various monthly account reconciliations.
- Maintains customer tax exemption certificates in Vertex.
- Prepares Canada sales tax filings on a quarterly basis.
- Manages and submits monthly Vertex reports to the company's accounting firm for monthly and quarterly filings.
- Maintain accounts receivable records according to set standards and procedures.
- Post and apply customer payments by recording cash, check and credit card transactions in a timely manner.
- Complete bank deposit of checks received directly in corporate office.
- Review past due invoice listings on a monthly basis and work with customers and/or internal sales staff to drive collections on past due accounts.
- Monitors and maintains the A/R aging to ensure over payments, credits, and short payments are updated monthly.
- Monitor customer accounts to ensure proper credit is available and limited past due amounts are present prior to releasing new orders.
- Analyze customer program deductions to ensure compliance with the contracted deductions.
- Holds customers accountable for incorrect deductions, including early pay discounts and works with the sales team to resolve issues as they arise.
- Resolve customer inquiries timely and produce monthly statements for distribution as applicable.
- Process credit memo requests, including those for agreed upon rebates and marketing funds.
- Work with external collection agency on severely delinquent accounts.
- Perform credit checks for all new customers requested by sales staff, and periodically review credit worthiness of existing customers.
- Compile information for internal customers as requested.
- Assist with the requests from external auditors as required.
- Other duties as needed and assigned.

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## Skills Needed

- Bachelors in Accounting, or equivalent combination of certification and experience
- 2 years of related experience
- Sales and Use Tax experience a plus
- Proficient in Microsoft Office applications
- NetSuite experience a plus
- Good verbal and written communication skills
- Excellent attention to detail
- Ability to work independently in a fast-paced and changing environment
- Contribute to team success
- Demonstate company values: team player/positive attitude/accountable & dependable/do the right thing/customer focused

## Reporting Relationship

- Reports to Senior Finance Manager

## Compensation

- Competitive base pay, depending on qualifications and experience
- Benefits include healthcare, dental, 401K, PTO, life and disability insurance, etc.

## Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or touch objects; and talk or hear. The employee is occasionally required to stand, walk, climb or balance, and taste or smell. The employee must frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

## Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The position is an office-based position.

## About Pinnacle Climate Technologies

Pinnacle Climate Technologies develops, manufactures and distributes heating and ventilation solutions through commercial, industrial, agricultural, DIY and other retail channels throughout the world. With

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manufacturing in North America and Asia, Pinnacle serves a diverse customer base in over 25 countries, on every continent. With brands that include MASTER®, Schaefer®, Remington®, Pro-Temp®, Americ®, and Stanley®, Pinnacle is positioned as the global leader in industrial/construction heat, and portable ventilation products.

*Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, disability, veteran status, national origin or other legally protected classifications.*

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