



Controller – Full Charge Bookkeeper

Dark Storm Industries is a firearm manufacturer/retailer specializing in the sales, development, and production of modern sporting rifles for the consumer market.

Location: Oakdale NY Showroom

Schedule: Monday – Friday; Part Time or Full Time

Pay: Flexible depending on skill and experience level

Required Skills:

- Experience with QUICKBOOKS
- Experience with In-House Payroll and Related Tax Filings
- Strong knowledge of MS Excel
- Experience with INTELLEX/BillPay a plus
- Detail Oriented
- Ability to multi-task in a fast paced environment
- Strong verbal and written communication skills

Responsibilities:

- Adjust and Improve GL Account List to Maximize Efficiency and Analysis
- Accounts Payable – match invoices and packing slips, dispute price, qty, part discrepancies, prioritize payments based on discussion with management, issue checks or process ACH debit or credit.
- Vendors – submit credit applications, negotiate credit limit increases / term changes
- Accounts Receivable - invoice creation, generate and email monthly statements and handle collections.
- Customers- manage credit applications, request references, and adjust credit limits
- Cash Flow – Perform daily bank reconciliation and update cash flow spreadsheet with 2 week look ahead
- Sales Tax – calculate sales tax obligation and process payment
- Journal Entries – Post journal entries for depreciation, loans, interest, etc.
- Payroll – Import / enter hours. Make manual adjustments as needed. Manage PTO hours / credits / debits. Generate weekly pay checks. Post Weekly and Quarterly Payroll Tax Returns.
- Medical – Process weekly payroll deductions. Facilitate annual open enrollment forms and other required paperwork
- Audit – compile payroll data for annual workers comp. Compile sales data for annual GL insurance renewal and audit.
- Filing – Categorize and file invoices, payroll, etc.
- Other administrative duties assisting executive management

Job Requirements:

- Ideal Candidate would have a minimum of 4 years using QuickBooks
- Candidate must have a MINIMUM of 8 years accounting experience
- Candidate must be 18 years or older
- Candidate must have reliable transportation
- Candidate must be able to pass criminal background check
- Candidate must have no felony or serious misdemeanor convictions
- Candidate must be able to pass drug screening
- Candidate must NOT be prohibited from possessing a firearm

To apply:

Please send your resume and cover letter to Jobs@dark-storm.com.

***Please include the position you are applying for and note that the location is for Oakdale New York.**

****NOTE: This is NOT a Clerk level position.**