



29 August 2011

EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

Campbell Scientific, Inc., has an opening for an

ACCOUNTANT

POSITION TITLE: Accountant
DEPARTMENT: Administration
REPORTS TO: Treasurer

GENERAL FUNCTION: Under general supervision, performs a variety of basic accounting assignments. Duties include summarizing and analyzing accounting records, account coding, establishing and reconciling control figures for posting, reconciling bank statements, assisting with trial balance and preparation of statements and reports, and accurately posting transactions to the general ledger.

KNOWLEDGE: Bachelors degree in accounting from an accredited four-year institution and three to five years experience in general accounting functions. Knowledge of general accounting systems, sales- and use-tax accounting, federal and state income tax filing, Excel, and payroll processing essential. Ability to work accurately and within, occasionally, severe time constraints is essential. Must demonstrate satisfactory performance on accounting knowledge and skills test.

DUTIES AND RESPONSIBILITIES: Update and maintain general ledger for divisions or smaller entities. Verify and/or determine correct figures to be posted to general ledger accounts. Develop and account for budgets. Update and maintain fixed assets schedules and depreciation. Update and maintain all general ledger accounts in the company's accounting system. Assist with cost-accounting functions. Provide collection efforts on past-due accounts for various entities. Serve as backup for other accounting personnel. Provide professional assistance as required by others in the Accounting department. Identify and define ongoing Accounting department requirements and assist with developing system improvements, which result in improved operations. Deliver timely reports, checks, and service in a personable, fair way to employees, management, shareholders, vendors, company auditors, and government agencies as may be required. Perform any other duties as may be assigned by supervisor.

This is a full-time, salary position with full employee benefits, including paid medical and dental insurance and retirement. Only qualified applicants considered. If you are interested and meet the above qualifications, forward a cover letter and current resume AND a completed Campbell Scientific *Application for Employment* (available at www.campbellsci.com) to Campbell Scientific, Inc., 815 West 1800 North, Logan UT 84321-1784. Campbell Scientific, Inc., is an EEO/AA.