



2818 Plaza Ave. 
Hays, KS 67601
www.LDI.us 
785.301.2426 
785.301.2421 

Accounting Specialist

LDI is looking for an experienced Accounting Specialist to maintain all aspects of the organization's accounting functions including establishing/maintaining the organization's accounting principles, practices, procedures and initiatives. These include financial reporting, payroll, banking, cost accounting, performance metrics, invoicing, accounts receivable, accounts payable, and general office administration for the company. A Bachelor's Degree in Business Management or Accounting is required.

Must have the leadership and managerial ability to lead and direct a team of financial and administrative personnel to meet the financial and management reporting requirements of the company.

- Integrity and ability to manage confidential matters pertaining to the company in a secure manner.
- The ability to manage and or perform a wide variety of tasks with the ability to prioritize effectively and meet deadlines.
- An expert understanding of accounting principles and practices.
- Ability to use a computerized accounting software system specifically CDK for financial and other recordkeeping. This includes the ability to utilize the report writer to develop various reports from the accounting system database.
- The ability to utilize computer-based productivity tools: Microsoft Office (Word and Excel) is required.
- The ability to manage Accounts Receivable and Payable including collections and cash management. This is a critical requirement of the position.
- The ability to develop, and implement effective procedures for efficient operation of all office and financial functions.
- The ability to perform all duties with very high levels of accuracy and provide financial and other performance reporting in a timely fashion.

Duties and Responsibilities

- Responsible for management of all aspects of company CDK financial recordkeeping and reporting system including billing, cost accounting, accounts receivable, accounts payable, cash management, financial reporting, and related activities.
- Responsible for maintaining the integrity of the Balance Sheet including the fixed asset ledger, inventory ledgers, Bank and Cash ledgers, notes receivable and payable entries, depreciation and amortization entries etc.
- Provides weekly, monthly, quarterly and annual reports on various financial and other indicators such as financial statements, variance reports, Accounts Receivable and Payable status, bank balances, cash position. Supports the key managers with store specific financial statements, cost information and other performance indicator reports.
- Oversees the store accounting functions and ensures that the appropriate procedures systems and controls are in place to ensure the integrity of the accounting system data.
- Processes monthly and year end journal entries and maintains allocation accounts.
- Assists in the development of annual operating budgets and provides monthly variance reports to track store performance to budget.
- Responsible for oversight of all Accounts Receivable functions including the setup of new customer accounts, credit management, oversight of invoicing, collections monitoring, aged receivable monitoring, direct management of all overdue receivables after liens have been field at the store level, monitoring of cash ticket balances and deposits.
- Performs Accounts Payable functions including invoice matching, data entry, and check issuance for vendor payments and/or performing online payments to major vendors. Ensures payments are performed in a timely manner to take advantage of discount dates and to ensure payments are made by due dates.



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Primarily enters corporate wide Accounts Payable as some vendor invoices are entered at the individual store location. Reviews all expense accounts to ensure that transactions are being correctly posted.

- Files sales tax reports and payments as well as property and other business taxes in a timely manner.
- Performs month end closings.

Qualifications:

- A Bachelor's Degree in Business Management or Accounting is required.
- Minimum of 3-years progressive experience preferred
- Valid driver's license
- Pre-employment drug screen, motor vehicle records check, and background check required

Benefits:

LDI offers competitive wages based on experience and a benefit package that includes paid health insurance, 401K retirement plan, paid holidays, paid time off, performance based incentives, overtime, and other optional benefits.

To Apply: Complete an application online at www.langdieselinc.com/Careers

About LDI:

In 1988, Lang Diesel, Inc. opened for business from one tool box and has since grown into an industry leader in the farm equipment retail market with 12 locations across the state of Kansas.

LDI is committed to securing the success of our customers and continued growth of the agriculture industry by providing the best quality products, parts, and service, and building a team of well trained, value driven employees ready to meet customer demands.

Equal Employment Opportunity:

It is the established policy of Lang Diesel Inc. to provide an equal employment opportunity to all qualified persons and to administer all aspects and conditions of employment without regard to race, religious belief, creed, color, sex, age, national origin, disability, or any other protected classification, in accordance with applicable law.