



Location: Dallas, TX

Company Description: In an industry thick with competition the only differentiation between MW Logistics and competitors is their relentless dedication to service their customers. Delivered. Period is their mantra, commitment, cultural ethos. MW wins by treating each load as their only load. While MW is not the biggest 3PL, that helps them compete every day to earn business. MW Logistics is propelled by a unique business model that aggregates small and mid-size partner carrier capacity to operate your business like a large asset-based carrier. MW Logistics is emerging as one of the leading third-party logistics providers in North America. They are growing because they are earning the respect of each of their clients.

Position: Accounting Staff (Various)

PURPOSE:

As part of MW Accounting staff your primary goal will be to assist, manage, and audit all aspects of accounting functions focusing on maximizing profitability through timely invoicing and month end processes while supporting MW Logistics business objectives.

RESPONSIBILITIES:

- Daily bank reconciliation
- Posting Marten transactions
- Factoring expense & transfers
- Daily flash report
- Daily compliance report – rates
- Merge Report/Daily Flash (This item is in works for automation)
- Cash posting
- Check to ensure all AP entered into GP
- Back posting of previous month's transactions
- Close GP ledger period
- Posting of accruals and standard monthly entries
- Account reconciliations
- Monthly binder prep & publish book.
- Monthly commission's report for Brokers
- Review credit card statements and collect information for running report
- Code credit card statement into GP
- Ad Hoc reports
- Assist Controller with payroll run (Acct manager handles the PTO and PTO calendars companywide)
- Weekly aging report prepared and sent to Sr. Management
- Month end close processed and Management reports ran to close month
- Management FS & Reporting package



- Calc variances from budget & report significant issues
- Back Up accounting manager to run revenue reports for month end close
- Report to check invoices from TMS all made it into GP (bi-weekly)
- Other duties as assigned

RELATIONSHIPS:

Daily interaction with all levels of employees including MW Logistics' Management with direct reporting to the Chief Operating Officer and Chief Financial Officer.

ABILITIES / SKILLS REQUIRED:

Strong verbal, written and interpersonal communication skills. Ability to follow oral and written instructions with commensurate attention to detail. High level of proficiency in Microsoft Excel. Forward thinker, with excellent organizational skills and the ability to manage multiple assignments simultaneously while handling confidential data with integrity. Strong analytical skillset and good with numbers, with the ability to adjust to changing markets. Self-starter, able to work effectively without supervision, team player, pleasant personality & disposition, hardworking and energetic.

PHYSICAL REQUIREMENTS:

Sitting for long periods of time, manual dexterity, listening and speaking ability. Willingness to work Saturdays, as needed.

EDUCATION / TRAINING REQUIRED:

College degree for some positions required in business or accounting plus three to five years of experience. Experience may be considered over degree for some positions in billing dept.