



Accountant

Benefits Offered

401K, Dental, Life, Medical, Vision

Employment Type

Full-Time

We are looking for an Accountant to join our financial department. The accounting associate will be responsible for the bookkeeping of the organization and will be a key contributor in the day-to-day processes of the finance department. This is not a remote position.

Accountant Responsibilities:

- Conduct daily banking activities.
- Perform Account Receivable functions including invoicing, deposits, collections, and revenue recognition.
- Perform all activities related to the Accounts Payable function including reviewing, coding, and processing payments.
- Maintain financial workbooks for monthly accruals and prepaids.
- Conduct reconciliation of all accounts on an as needed basis.
- Perform new customer functions including performing credit checks, setting up new customer records and customer account maintenance.
- Send customer statements and respond to customer inquiries.
- Maintain and balance the general ledger in an accurate, complete, and up-to-date manner.
- Assisting with the preparation of budgets and financial statements.
- Assisting with the month end close process.
- Assisting with tax filings, accounts receivables, accounts payables, and payroll processing.
- Maintaining records and filing systems.
- Interpret and apply accounting policies, rules, and regulations to all work to ensure compliance with federal, state, and local legal regulations and requirements.
- Other duties as assigned by the Director of Finance.

Accountant Requirements:

- Bachelor's Degree (required), Master's Degree (preferred) in Accounting, Finance, Business, or related field.
- 1-3+ years of experience in Accounting and/or Finance related positions. Experience in a finance function within the manufacturing industry, is a plus.
- Thorough knowledge and understanding of GAAP.
- Familiar with Accounting ERP Systems, preferably SAP.
- Working knowledge of basic accounting principles and practices.
- Working knowledge of relevant state, federal, and local regulations.
- Inventory Accounting experience is preferred, but not required.
- Experience with the Month End close process within a company is preferred, but not required.
- Experience with Tax is preferred, but not required.
- Experience engaging with External Auditors is preferred, but not required.
- Proficiency in Microsoft Office, particularly Microsoft Excel.
- Excellent communication and interpersonal skills.
- Ability to work under pressure.

- Excellent organizational skills.
- Detailed and Highly Analytical. Able to provide insights on processes and systems.
- A high level of integrity and commitment to excellence.

About Leuze Electronic Inc:

With curiosity and determination, we – the Sensor People from Leuze – have been innovators for technological milestones in industrial automation for more than 50 years. The success of our customers is what drives us along with our work future-oriented work, Leuze continuously sparks new ideas thus actively contributing to progress within the industry.