



495 Pioneer Parkway, Clare, MI 48617

## Accountant

The General Accountant is responsible to provide general ledger accounting, fixed asset accounting, budgeting, analytical and reporting support for the central service and asset holding entities. In addition to the overall general accounting responsibilities, this position is also responsible to supervise the A/R, A/P and interns within the Accounting Department. This position reports to the CFO.

### **QUALIFICATION REQUIREMENTS:**

- Bachelor or associate degree in Accounting or Finance is required. Three to five years' experience in a manufacturing setting is preferred.

**LANGUAGE SKILL:** Ability to read, analyze and interpret the English language. Excellent communication needed and must be extremely articulate. Ability to use proper grammar and spelling. Ability to work with and present information clearly and effectively to a wide variety of employees including plant, office, and management personnel.

**MATHEMATICAL SKILLS:** Must possess good math skills.

**REASONING ABILITY:** Ability to possess or gain a clear understanding of bill of materials and routings for products which are produced by manufacturing. Must possess strong analytical skills, problem solving skills and a strong attention to detail. Ability to demonstrate strong confidentiality and professionalism.

**COMPUTER SKILLS:** Must have strong personal computers skills and be proficient in Microsoft Excel and Word.

THE ABOVE STATEMENTS ARE INTENDED TO DESCRIBE THE GENERAL NATURE AND LEVEL OF THE WORK BEING PERFORMED BY ASSOCIATES IN THIS POSITION. THEY ARE NOT TO BE CONSTRUED AS AN EXHAUSTIVE LIST OF ALL JOB DUTIES TO BE PERFORMED. OTHER DUTIES MAY BE ASSIGNED AS NECESSARY BY THE COMPANY