



JOB POSTING: ACCOUNTANT

ESSENTIAL DUTIES

- Apply accounting principles and techniques to systematically record, present and interpret financial data
- Manage accounts payable and accounts receivable
- Month end close procedures, including bank reconciliation and other account reconciliation
- Complete credit background check for new customers; determine approval or denial of open line of credit
- Track capital assets
- Monitor and assist in managing company's cash balances
- Submit quarterly Wisconsin Sales and Use Tax Filing
- Complete yearly 1099s
- Adheres to company policies and procedures
- Maintain company files and other confidential data
- Collect information and other data for conferences and reports
- Other duties may be assigned

QUALIFICATIONS - *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential function.*

- Must have strong verbal and written communication skills
- Must have proficient planning and organizational skills
- Must demonstrate initiative and accountability
- Must be detail oriented and think analytically
- Must use solid judgment and independent thinking
- Must be effective with time management and capable of handling frequent interruptions
- Must be accomplished in Microsoft Office products and knowledge and efficiency of related computer applications
- Must be familiar with basic bookkeeping procedures
- Must have good typing skills
- Must have strong math skills

EDUCATION, EXPERIENCE OR LICENSES

- Associate's degree or equivalent experience, preferred
- Must have valid Driver's License
- 3+ years of A/P-A/R experience, preferred