



Senior Accountant

Position Summary

The purpose of the senior accountant is to provide general accounting support for the finance department throughout the Village of Companies. This role is fully responsible for the entire accounting cycle for Metal Fab Solutions and also a small manufacturing company that is a division of MCL Industries Inc. Both companies are currently on QuickBooks with Metal Fab Solutions transitioning to Infor CloudSuite Industrial "SyteLine" ERP system.

Responsibilities

- Performing month end closes by preparing journal entries, monthly account reconciliations, bank reconciliation, inventory valuation, and accurate and timely financial statements and supporting information.
- Provide reports to operations and sales upon request to make sound business decisions, such as contribution margins and sales trends.
- Daily review cash and cash management including accounts receivable and accounts payable functions.
- Provide detailed analyses and explanations of account variances to budget.
- Monitor and help manage all aspects of the company's expenses. Reconcile credit card reports to general ledger.
- Provide operations with inventory reports and review finished goods, WIP and costs of sales accounts for accuracy.
- Record and maintain the fixed assets and ensure proper recording of new purchases and disposals by working closely with the operations team.
- Preparing state and local sales and use tax returns, and verification and maintenance of sales and use tax rates and taxability matrices. Obtains new and updated sales tax exemption certificates and verifies the validity.
- Track and reconcile intercompany activities.
- Manage the biweekly payroll process, review time records and compile and review payroll data.
- Assist in the documentation of financial policies, procedures and work instructions, making sure they are current and in-line with sound internal controls. Provide ideas for continuous improvement throughout the company.
- Assist with year-end tax compliance with external accountants, assist with other external auditors and 401k compliance.
- Assist with budget preparation and forecasting.



Education & Training

- Bachelor's Degree in Accounting required.
- 3-5 years of accounting experience, preferably in a manufacturing environment.

Knowledge, Skills & Abilities

- Advanced proficiency in MS Excel required.
- Experience with ERP systems, QuickBooks or Syteline a plus.
- Excellent analytical skills with attention to accuracy and detail.
- Proven track record to meet deadlines, handle multiple priorities, and work well under pressure.
- Continuous improvement focus.
- Excellent organizational, communication, writing, and interpersonal skills.
- Demonstrate and actively support MCL Industries' Mission, Vision and Values.

Travel Requirements

- Travel within Village of Companies between Pulaski, Ashwaubenon and Kaukauna

Physical Requirements

- None

Materials and Equipment Utilized

- Computer, printer, phone, etc.

Working Environment:

- Office environment

