

Job Title: Accountant II

Location: West Allis, WI

Reports to: Controller

About the Role

We are seeking a meticulous and motivated Accountant to join our team. This position is ideal for a candidate with 3-5 years of accounting experience. The Accountant II will support the Accounting Department with a wide range of accounting duties including customer invoicing and accounts receivable, weekly payroll processing, inventory control and month-end closing. The ideal candidate will bring accuracy, efficiency, and a strong commitment to maintaining financial integrity.

We offer a competitive salary, benefits package, and generous time off.

General Responsibilities:

Accounts Receivable

- Assist with processing complex customer invoices with a high level of accuracy
- Assist with accounts receivable processing, including posting customer payments
- Review credit history and set up new customers
- Monitor customer account balances to ensure compliance with credit terms
- Serve as a liaison between Accounting and Sales and Customer Service

Payroll Processing

- Assist with timely and accurate labor ticket entry for weekly union payroll
- Enter new employees, including classifications and pay rates
- Support year-end payroll filings and respond to ad hoc payroll requests as needed

Costing & Inventory Control

- Scrutinize work-in-process inventory costs, including labor, materials, and overhead
- Review and close in-process production orders

Period-end Processing

- Perform assigned month-end tasks including account and bank reconciliations and updating financial schedules and reports
- Extract, compile, and analyze financial data from the ERP system as requested
- Prepare workpapers and support for year-end audits as needed

Qualifications:

- Education: Bachelor's degree in accounting
- Experience: 3 years of accounting experience, preferably in a manufacturing environment

Required Skills:

- Experience using ERP accounting software (MS Business Central/Dynamics, SAP, or similar)
- Intermediate MS Excel skills
- Ability to analyze financial data and produce accurate reports
- Strong organizational skills with the ability to prioritize tasks and meet deadlines
- Proactively recommend solutions for improvements to accounting and related business processes