



The following Job Opportunity is now available.

Staff Accountant (Lansing, MI)

Techmark is an agricultural engineering firm specializing in produce storage and ventilation systems. Techmark is privately owned and operated in Lansing, MI.

SUMMARY

The Staff Accountant is responsible for supporting the Comptroller in carrying out the activities of the finance and accounting departments.

RESPONSIBILITIES

- Maintain the Fixed Asset and associated depreciation schedules; create General Journal adjustments; insure proper recording of new purchases and disposals
- Process Accounts Payable invoices, payments, reports.
- Manage employee credit card applications and charges, verify receipts, code expenses.
- Learn accounting software and assist with data input and processing therein, including tables of accounts and assignment of entries to proper accounts.
- Survey current operations to ascertain accounting needs and to recommend, develop, and maintain solutions to business and financial problems.
- Prepare labels and maintain files and digital documents as needed within the department.
- Assist in developing, maintaining, and analyzing budgets, preparing periodic reports that compare budgeted costs to actual costs.
- Prepare forms, SOP's, and manuals for bookkeeping and sales support personnel and direct their work activities.
- Assist in tracking company insurance policies and procedures
- Maintain Sales Order processing system through to invoices and month-end statements.
- Maintain Accounts Receivables with posting checks and credits, resolve collection issues.
- Assist the Comptroller with facility and co-worker support.
- Answer telephones and assist with customer support when necessary.
- Process bank reconciliations at month end for multiple accounts.
- Assist with month-end, quarter-end, and year-end closing procedures to prepare, examine, and analyze accounting records, financial statements, and other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards.
- Manage multi-state sales and income tax records.
- Any other job duties that Techmark directors and or supervisor determine is necessary to accomplish the goal of taking care of our business and customers.

REQUIREMENTS

- A Bachelor's degree in accounting, or a Bachelor's degree in business with emphasis in accounting, is required from a credible college or university.
- Knowledge of economic and accounting principles and practices, banking and financial markets, and analysis and reporting of financial data.
- Must be highly skilled in use of Excel and MS Word.
- Must have very good verbal and written skills.
- Must have excellent work habits, including a willingness to work especially when important deadlines cause greater than normal departmental pressures.
- A minimum of 2 years' experience in accounting is required with a background in inventory and cost of goods tracking.

HOW TO APPLY

Please prepare a cover letter outlining your interest and qualifications and submit with your resume via email to clippert@techmark-inc.com. For best results, please attach your resume as a Microsoft Word or Adobe PDF document. Please contact Techmark with any questions. 517-322-0250

Techmark is proud to be an Equal Opportunity Employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, disability status, protected veteran status, or any other characteristic protected by law.