



Job Opportunity

Accounting Analyst

Summary

Responsible for all general accounting functions including the monthly general accounting close, cash management, account reconciliation and supervision of accounts payable.

Essential Duties and Responsibilities

- Serve as primary administrator for all banking functions.
- Reconcile and maintain all accounts. Prepare monthly close for management review.
- Work with outside auditors on all general accounting issues including cash, accounts receivables and account payables.
- Works closely with Human Resources on all payroll and benefit accounting.

Education / Experience

- Bachelor's Degree in Accounting, or equivalent combination of experience and training that demonstrates the ability to perform the duties of the position.
- Computer proficiency and technical aptitude with the ability to utilize the Microsoft Suite.
- Must have high level of interpersonal skills to handle sensitive and confidential situations. Position continually requires demonstrated poise, tact and diplomacy.
- Capability of effective planning and priority setting. Ability to manage several projects simultaneously with strong organizational skills.
- Excellent verbal and written communication.

It is the policy of Stainless Foundry and Engineering to provide equal employment opportunity (EEO) to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law.