

MACHINE SAFETY MANAGEMENT

Job Description

ACCOUNTANT/ OFFICE MANAGER

Machine Safety Management is searching for a highly-motivated accountant to lead our financial management efforts and assist with the office management for this small but growing company.

Located in Eden Prairie, MN, Machine Safety Management helps large manufacturing companies create and maintain safe work environments with world class software, expert machine safety assessments, custom machine guarding and installation services.

ACCOUNTANT/ OFFICE MANAGER

The position is responsible for maintaining the books and records of the company and providing administrative support to CEO and COO in small office environment.

Essential job functions:

- Close the books monthly and prepare internal financial statements
- Monitor A/P and A/R process
- Cash forecasting
- Invoicing for progress payments and final project reconciliation
- Preparation of management reports and other ad hoc reporting
- Enhances, develops, implements and enforces accounting policies and internal controls
- Responsible for all aspects of QuickBooks
- Payroll
- Submission of returns to Government authorities such as sales tax, corporate tax, etc.
- Perform job costing/profitability analysis
- Provide clerical and administrative support including: answering phones, responding to customer and vendor requests, handling mail, filing, ordering office supplies, making sure office is presentable to visitors, scheduling meetings, and other duties as assigned.

The ideal candidate profile we are seeking:

- Bachelor's level degree in Accounting or Finance
- Minimum 2 full time years' experience with QuickBooks Enterprise Manufacturing & Wholesale Edition, including Advance Inventory
- Solid knowledge of GAAP
- Work experience in project based manufacturing
- Microsoft Office Suite to include strong Excel skills
- Professional written, verbal communication and interpersonal skills.
- Organized self-starter able to work with little supervision
- Strong attention to detail

- Excellent analytical and problem solving skills
- PowerPoint skills and experience in creating presentations with charts/graphs and other financial analysis “a plus”

If you bring these skills to the table, and are interested in joining a fast-growing company, we want to hear from you! You will work daily with the senior management to achieve our business goals and build a strong process infrastructure.

Apply