



Position: Accounting Specialist

GENERAL INFORMATION

<u>Department</u> Manufacturing	GLE	<u>Work Location</u> Bridgeport, MI
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GENERAL SUMMARY

The Accounting Specialist provides accounting support to financial accounting areas, including the accounts payable, general ledger accounting, and account reconciliation, account receivables, and customer service. This position is responsible for providing accounting and clerical support to the manufacturing operation. This position focuses on managing material transactions both in and out of the manufacturing operations to ensure the production of quality products made on-time, in the right quantity and in a cost-efficient manner in support of GLE Precision manufacturing strategic objectives.

PRINCIPLE DUTIES AND RESPONSIBILITIES (ESSENTIAL FUNCTIONS)

1. Provide timely and accurate payment processing by processing accounts payable checks.
2. Input credit and debits to the accounting system in support of the payables work.
3. Develop and maintain reports and files on the Accounts Payable processing.
4. Input general ledger entries for account changes.
5. Develop and maintain reports and files on asset and liability account balances.
6. Develop and maintain regular reports via the company's accounting system.
7. Daily use of ERP system for a variety of tasks.
8. Processes purchase orders for miscellaneous requests for supplies.
9. Process customer purchase orders for production.
10. Monitoring the levels of inventory for the different raw materials used at the facility.
11. Initiate process improvements to reduce cost and increase efficiency.
12. Ethically protect company resources and best interest.
13. Follow established safety procedures to assure a clean, safe work environment is promoted and maintained.

JOB SPECIFICATIONS

1. 1-3 years' experience in accounting or accounts payable.
2. Knowledge of accounting rules, regulations, policies and procedures.
3. Proven, solid Excel skills and exposure to automated accounting systems
4. Excellent written skills needed for reports and routine business correspondence
5. Good customer communication skills in support of internal and external customers
6. Ability to work in ERP system such as Jobboss
7. Proficient with presentation and other documentation applications such as Visio, MS Project and PowerPoint
8. Experience in a manufacturing environment

WORKING CONDITIONS

Normal office environment; Spends some time in manufacturing environment in closed facility. Personal protection equipment recommended and/or required depending on working area (safety glasses w/side shields, etc).

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

QUALITY

Quality encompasses all aspects of GLE's' business, and every employee shares the responsibility to prevent the occurrence of any nonconformity relating to product, process and the quality system. All employees have an obligation to identify and record any such nonconformity, and, through designated channels, initiate and recommend solutions.

GLE IS AN EQUAL OPPORTUNITY EMPLOYER

Please apply by submitting a resume to: careers@GLE-Precision.com