



## Montag Manufacturing, Inc.

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# Accounting Associate

- **Position Description**

The Accounting Associate will work with departments throughout the company to provide assistance with financial responsibilities. Duties include providing assistance with maintaining financial records in accordance with generally accepted accounting principles, accounts payable, accounts receivable, payroll, financial reporting and analysis, bank deposits, employee expense accounting and payment, and data entry. General administrative responsibilities include answering phones, filing, and scanning documents.

- **Position Relationships**

- Reports to: Chief Financial Officer

- **Primary Responsibilities**

- Maintains Accounts Payable ledger, including entering invoices, credit memos, payment of invoices (check, credit card, or ACH), attaching check stubs and mailing checks. Takes initiative to become a subject matter expert within assigned area. Responds to vendor inquiries regarding invoices and status of payment.
- Maintains Accounts Receivable ledger, including preparing invoices, applying customer payments, issuing monthly statements and assisting customers with account status and collections.
- Assists with preparing month-end reporting journal entries, and reconciliations.
- Prepares daily bank deposits and transmits to the financial institution. Maintains cash position reporting and balancing. Records electronic payment information as it is received.
- Conducts monthly reconciliation of the company's commercial credit card program and monitors daily activity for compliance with company policy.
- Assists in preparing and filing of various regulatory, state and federal forms, surveys and reports.
- Displays leadership skills, positive demeanor and is approachable by other team members at all times.

- **Professional Competencies**

- Proficient with MS Excel, Word, and Outlook
- Oral, written, and interpersonal skills
- Knowledge of finance, accounting, budgeting, and cost control principles including Generally Accepted Accounting Principles preferred.
- Attention to detail with emphasis on organizational skills
- Self-initiative
- Ability to work with all levels of internal management and staff, as well as outside clients and vendors
- Knowledge of automated financial and accounting reporting systems or ERP systems preferred

- **Educational Requirements**

- High School Diploma/GED Equivalent, Associate's Degree or higher in a related field, such as Accounting, Business, etc.
- At least 3 years of professional work experience

- **Physical Requirements**

- In a normal work shift the employee may be asked to lift/carry 10-20lbs.
- In a normal work shift the employee may stand/walk approximately 1 hours.
- In a normal work shift the employee sits approximately 7 hours

This list is not intended to be an all-encompassing list of duties. The intention of the aforementioned job description is to be used as a guide to assist in accomplishing company objectives, covering only primary functions and responsibilities.

- **Benefits**

- This is an hourly paid position with rate depending on experience and abilities.
- Insurance: Health, dental, vision, and life insurance
- Job Type: Full-time out of our Seward, NE location
- Retirement plan: Simple IRA with 3% matching
- Paid time off: 10 paid holidays (New Year's 2 / Good Friday 1 / Memorial Day 1 / Fourth of July 1 / Labor Day 1 / Thanksgiving 2 / Christmas 2).
- Vacation: 80 hours accrued/ year – 120 hour/year after 3 full years – 160 hours/year after 7 full years
- Typical start time: 8:30am – 5pm
- Pay Frequency: Bi-weekly with direct deposit