

At HED, Inc. we are customer focused, respectful, passionate, collaborative, and agile – guided by our mission to create innovative quality products that enable a better, safer, connected world. Our people understand the velocity in which our hi-tech markets change, ever driving the need for curious, future oriented teammates to help us continuously improve our processes, products, and service. Accountable to ourselves, each other, and our customers, because we understand our success depends on world class products and service delivered on time by an empowered and engaged team. We share in success with continued learning, rewards, recognition, flexibility, and celebrations. Proud of what we do and how we do it.

We are one team, one voice, one outcome and we are looking for an Accountant II to join us in Hartford, WI!

Under limited supervision, the Accountant II performs routine accounting activities such as maintenance of the general ledger, preparation of various accounting statements and financial reports and accounts receivable functions. Also responsible for analyzing financial information, detailing assets, liabilities, and capital. May establish, modify, document and coordinate implementation of accounting and accounting control procedures.

This role will utilize your technical accounting skills in an agile environment and is ideal for an organized self-starter, with good communication skills, who enjoys collaborating and problem solving. If this role sounds like a fit, we would like to hear from you.

Salary commensurate with experience.

ESSENTIAL DUTIES and RESPONSIBILITIES:

- Maintain account receivable activity: invoicing, payment application, collections, reconciliations, and reporting.
- Maintains fixed asset ledger.
- Maintains petty cash account.
- Prepares forecast reports for management.
- Analyzes actual manufacturing costs and prepares periodic report comparing standard costs to actual production costs.
- Processes and prepares monthly sales commission reporting.
- Reconciles production and engineering labor allocations, and processes month end job costing.
- Processes monthly bank reconciliation.
- Prepares and files monthly Sales & Use Tax returns.
- Prepares, verifies, and processes month end journal entries through the general ledger.
- Coordinates and completes balance sheet account reconciliation; investigates discrepancies in accounts and makes needed corrections.
- Assists with month end reports for management review.
- Performs year-end close out of accounts.
- Assist other colleagues with miscellaneous paperwork and reporting for budget preparation, pricing changes, etc.
- Compile data and documents necessary for review by auditors and examiners.
- Assists with other accounting projects and reports.
- Assists with payroll function.
- Recommends improvements in methods and procedures.
- Performs clerical functions as necessary.

- Generates monthly KPI chart.
- Other duties and responsibilities as assigned by Management as needed

An individual in this position must be able to successfully perform the essential duties and responsibilities listed above. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

The above list reflects the general details necessary to describe the principle and essential functions of the position and shall not be construed as the only duties that may be assigned for the position.

MINIMUM QUALIFICATIONS:

Education:

- Associate degree in Accounting.

Experience and/or training:

- 1-3 years of accounting experience with a manufacturing company
- Excellent written/oral communication and interpersonal skills
- Proficient using MS Office tools (Word, Outlook, and Teams)
- Advanced Excel skills (pivot tables, lookups)
- Experience with ERP systems.
- Strong organizational skills with the ability to effectively prioritize and multi-task.
- Ability to effectively resolve issues in a timely manner using sound judgment, critical thinking, and decision making.
- Ability to work independently, flexible, adaptable, and self-motivated.
- High degree of accuracy and attention to detail.
- Ability to calculate figures and amounts such as account balances, appropriate tax, discounts, interest, and percentages. Ability to apply concepts of basic algebra.
- Strong ability to meet deadlines.
- Ability to work in a fast-paced environment, manage ambiguity, and adapt with the business as it evolves.

PREFERRED QUALIFICATIONS:

- Bachelor's Degree in Accounting or working towards.
- SYSPRO experience a plus
- Power BI experience a plus

PHYSICAL AND MENTAL DEMANDS:

While performing the duties of this job, the employee is frequently required to sit, talk and/or hear, and/or use hands to finger, handle, or touch objects, tools, or controls. The employee is occasionally required to stand, and/or walk. The employee must occasionally lift and/or move up to 10 pounds while moving files or small packages. Specific vision abilities required by this job include close vision and the ability to adjust focus. The mental and physical requirements described here are representative of those that must be met by an individual to successfully perform the essential functions of this position.

WORKING ENVIRONMENT:

Work is performed in an office environment. The noise level in the work environment is usually moderate. The work environment characteristics described here are representative of those, an individual encounters while performing the essential functions of this position.