



General Accountant

Highland, IL

Job Summary: This position will offer a wide exposure to the various accounting functions within the Company. Much of the involvement will be in certain daily, monthly, and annual processes of the finance department, which includes monthly and annual closings, budgeting, physical inventory, and may also include payroll, accounts receivables and cash application, accounts payable, fixed assets, and/or cost accounting functions as may be assigned.

Reports to: Corporate Accounting Manager

Essential Duties:

- Immediate areas of responsibilities (working directly with the Manager of Technical Accounting and Payroll).
- Administer and process weekly US payroll for multiple locations and be a key team member on the project that will work towards transitioning the payroll processing to a third-party software.
- Prepare weekly and monthly general ledger journal entries associated with areas of responsibilities.
- 401K Payroll Administration
- Prepare and reconcile annual W-2 and other year-end payroll schedules and reports.
- Prepare, reconcile and file monthly, quarterly and annual withholding/unemployment taxes and schedules.
- Prepare and process certain monthly and annual financial close processes in an accurate and timely fashion. May also include preparation and analysis of monthly financial statements for distribution to ownership and senior management.
- Prepare and maintain certain monthly analysis and reconciliations for the year-end financial close process.
- Prepare and maintain audit schedules for the year-end audit process.
- Participate in the budget process, including preparation of the appropriate schedules and analysis.
- Responsibility for tracking and maintaining fixed assets and project accounting.
- Other Finance/Accounting Activities (AR/AP/Treasury/Corporate taxes/Product Costing/Inventory Analysis, etc.)
- Perform other duties and special projects as requested.

Requirements:

- Bachelor's degree in accounting or related Business degree.
- Minimum of one to three years' experience preferred.
- Ability to apply a broad knowledge of accounting principles to a variety of corporate accounting activities ranging from routine daily transactions to complex analyses.



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- Competent in use of Microsoft office applications and experience in Oracle software is a plus.
- Willingness to travel as needed.

Contact:

Basler Electric welcomes employment applications received directly from interested candidates. We prefer that you submit your resume in Microsoft® Word or Adobe® PDF format.

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