



Accountant, Corporate Office – Manitowoc, WI

GENERAL SUMMARY:

Responsible for providing accurate and timely financial information to management. Also responsible for performing assigned accounting duties on an accurate and timely basis.

PRINCIPLE DUTIES AND RESPONSIBILITIES:

- Assist in preparation of accurate and timely budget and projection reports
- Assist with monthly financial close and reporting
- Assist with fiscal close schedules
- Responsible for bank account setup and reconciliation
- Sales and use tax reporting
- Assist with preparation of tax-related schedules
- Assist with insurance processing
- Responsible for Unclaimed Property reporting
- Responsible for 1099 filing
- Complete asset processing for plant locations
- Responsible for preparation of property tax reports
- Responsible for preparation of reports in Excel
- Assist with review and preparation of various invoices
- Perform special projects and duties
- Provide backup to other accounting personnel

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Associates Degree in Accounting or higher
- 5 or more years of experience in Accounting field
- Working knowledge and experience with Accounting systems and spreadsheets
- Intermediate to advanced proficiency in Excel, understanding how to navigate a spreadsheet and use of the data manipulation tools.
- Experience in writing queries to develop reports
- **Ethics and Integrity:** Possesses strong set of core values and beliefs, consistent with social, ethical and organizational principles. Confronts unethical situations.
- **Perseverance:** Demonstrates persistence and employs alternate behaviors in the face of events that interfere with plans and schedules. Meets deadlines. Follows through to get things done without need for reminders.
- **Problem Solving:** Gathers and analyzes information, identifies goals, explores and selects solutions.
- **Technical Skills:** Demonstrates the knowledge and abilities to perform required job elements to established standards. Remains current regarding developments and trends in areas of expertise.

- **Time Management:** Allocates time efficiently to the most important issues and knows what not to spend time on; completes work in a timely fashion.
- Ability to sit, stand, or stay in one place for extended periods.
- Implements an action plan and evaluates results.

This position will pay a wage negotiable based upon knowledge, experience, skill, and work ethic. This position also includes a full benefit package.

Interested applicants should contact:

Lakeside Foods Inc.
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M/F/V/D Employer