

# Position Description

**Position Title:** Accountant/HR Manager

**Initial Pay:** \$15/hour

**Expected Time:** 15 hours/week

**Primary Responsibility:** Keep accounting processes current and accurate so management can make informed decisions and be fiscally responsible to investors, vendors, and other related parties

% of time	Description
60%	<b>Accounting</b> <ul style="list-style-type: none"><li>• Accounts Receivable: Issue and send invoices for completed jobs. Issue credits as needed. Apply received payments to customer accounts. Keep watch on AR aging and collect past due amounts.</li><li>• Accounts Payable: Post and pay vendor bills. Review vendor statements and resolve discrepancies. Post credit card transactions and reconcile with statement.</li><li>• Payroll: Enter time and send payroll to Paychex for processing</li><li>• Cash Management: Make timely deposits. Reconcile bank statements. Forecast cash flow and work with management to assure bills are paid in a timely manner.</li><li>• Job Costing: Capture job costs in QB for jobs over an established threshold: add job to customer record, post invoice and associates materials expenses to the appropriate job.</li></ul>
30%	<b>HR</b> <ul style="list-style-type: none"><li>• Complete new hire forms and maintain employee files</li><li>• Assure company has appropriate work-comp insurance coverage and complete reporting requirements for W/C audit</li><li>• Administer health benefits and maintain accurate records for paid leave</li><li>• Keep company in compliance with government agencies</li><li>• Submit 401K payments for Administrator processing</li></ul>
10%	<b>Corporate Management</b> <ul style="list-style-type: none"><li>• Help officers address corporate reporting responsibilities. Establish minimum meeting and reporting needs. Notify officers when a meeting is due. Draft meeting minutes.</li><li>• Maintain corporate Insurance coverage</li></ul>

## Requirements

### Education/Experience

- Sophomore pursuing an Accounting degree or Junior already in the Accounting program
- Understanding of fundamental accrual accounting and business concepts
- Intermediate Computer Skills: Microsoft Suite (Excel, Word, PowerPoint), Online Banking, Quickbooks (strongly preferred)

## **Personal Characteristics**

- Comfortable in ambiguous situations/environments
- Strong attention to detail
- Self-starter that takes initiative in solving business problems
- Interest in learning about manufacturing
- High aptitude for learning
- Strong interpersonal communication skills across all mediums (person, phone, email)

## **Miscellaneous**

- Valid driver's license and proof of US citizenship
- Working vehicle with insurance
- Ability to work flexible schedule
- Available to work Summer 2016

## **About the company**

King Machine Products Inc. is a prototype manufacturing company that serves both regional and out of state customers. These services include CNC, EDM, welding and lathe machining. Since 1972, King Machine's core values are commitment to quality and timely work while building personal relationships with customers, vendors and employees. Benefits include:

### **All employees**

- 401K with 4% match
- Paid holidays
- Flexible work hours
- Boot reimbursement

### **Full-time Employees (35+ hours)**

- 100% paid medical
- Paid sick/vacation

## **Instructions**

To be considered for this position, please send an email with an attached resume and cover letter to [precision@kingmachine22.com](mailto:precision@kingmachine22.com) explaining why you are qualified for the duties of this position.