



Accountant

Posted 10/09/2019

- Manage company account finances, calculate and record transactions, and verify financial data of accounts payable and accounts receivable;
- Generate invoices for payments for accounts receivable, and review/approve invoices from accounts payable;
- Maintain record of all invoices, vouchers, and expenses, and other financial correspondences;
- Reconcile monthly bank statements using QuickBooks, ERP, and/or other systems;
- Prepare periodic company financial statements and reports for management;
- Prepare initial departmental expense budgets, and collaborate with respective departmental leaders to finalize the budgets, with management approval;
- Analyze monthly financial activities for budgetary compliance and prepare timely budget variance reports as necessary;
- Correspond with outside CPA regarding annual tax and other governmental filings.

Bachelor's degree in accounting is required.

Please mail resume to: J-Star Motion Corporation; ATTN: Leslie Forth (HR); 500 West Street; Cedar Springs, MI 49319.