



## **Staff Accountant**

Full Time – Neenah, WI

Outlook Group has experience producing unique packaging components in a wide array of markets including personal care, consumer healthcare, food and beverage, and consumer products. We provide innovative solutions for labels, folding cartons, flexible packaging, contract packaging and direct marketing.

We are currently looking for a Staff Accountant to join our team! As a Staff Accountant for Outlook Group, you will be responsible for a variety of accounting functions with primary focus being on the day-to-day maintenance of the invoicing function and appropriate processing into the ERP system. This would include auditing and month end processing.

### **Primary Responsibilities:**

- Maintain the invoicing function for the company, ensuring accuracy of invoicing, submission of invoices to customers, filing of information and appropriate processing into the ERP system.
- Verifies and posts details of business transactions, such as invoices to customers, funds received and disbursed and total accounts to ledger or computer spreadsheets and databases.
- Works closely with the Customer Service department to ensure proper documentation of approved sales pricing, miscellaneous charges and freight sales to customers.
- Review and monitor status of aged finished goods inventory working with the Customer Service department and Business Development Managers to ensure proper disposition.
- Issue and maintains documentation on customer credits.
- Verifies and accurately post details of business transactions for various accounts which may include; accounts receivable, payroll, fixed assets, inventory and other accounts on a regular basis into the ERP system.

### **Qualifications:**

- Bachelor's degree from four-year college or university in Accounting and one to two years related experience and/or training; or equivalent combination of education and experience.
- Excellent Microsoft Excel skills.
- Proven ability to address complex financial issues and effectively analyze variances.

- Organized, self-starter with the ability to multi-task and work independently in a fast paced environment.
- Willingness to learn.
- Familiar with ERP systems.
- Ability to assist employees, vendors, clients, or customers by answering questions related to accounts, procedures and services.
- Excellent communication skills – both written and oral.
- Attention to detail.

We offer a friendly, collaborative, and engaging work environment as well as a great benefit package which includes:

- Medical, Dental and Vision Insurance
- Health Savings Account with a 100% match\* of your contributions
- Short Term Disability
- Life Insurance
- Retirement Savings Plan [401(k)] with a 50% match† of your contributions
- Educational Reimbursement
- Health Club Reimbursement
- Long Term Disability
- Employee Assistance Program

\* Up to a maximum based on the level of coverage you choose.

† Up to 6% of your annual earnings

Complete an online application at <http://www.outlookgroup.com/CAREERS-2/> or email your resume to [hrtteam@outlookgroup.com](mailto:hrtteam@outlookgroup.com) for consideration.

Location: 1180 American Drive, Neenah, WI 54956

Phone: (920) 722-2333