

### Accounting Coordinator

Join an organization based in Green Bay, Wisconsin, and impacting metal recovery across the United States! Partnering with community landfills, our team supports the recovery of ferrous and non-ferrous metals for re-use in industry. We have a small but great staff, additional operational locations under construction, and a large multi-national parent company supporting our efforts. Additional talent is still needed to keep our momentum going!

We need a person who brings experience in:

- A/P and A/R Processes
- Prioritizing invoices according to cash discount potential and payment terms
- Audit and process credit card bills
- Responding to vendor inquiries
- Vendor statement reconciliation, research and discrepancy correction
- Assisting with month end closing and reporting
- Process bi-weekly payroll and corresponding payments
- Prepare monthly treasury reporting (actual cash-in vs cash out)

This role requires a person of high integrity, who **doesn't** consider any type of work "below them." Preferred candidates will have 4 years of experience supporting the list above. Thorough knowledge of applicable accounts payable/general ledger systems and procedures, financial chart of accounts and procedures. High school diploma required, college courses in accounting preferred. Must be well organized, self-starter, with a focus on details. Proficiency in Excel and Word, Oracle experience a plus.

Come join a company and make an immediate, significant contribution starting on day one. We provide market leading benefits and a solid compensation package.

Learn more about us at <http://lab-usa.us/>  
Send resume and cover letter to: [Thomas.schultz@SchenckSC.com](mailto:Thomas.schultz@SchenckSC.com)

### JOB TITLE: Accounting Coordinator

#### Primary Duties and Responsibilities

Please note, this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- ✓ Review all invoices for appropriate documentation and approval prior to payment
- ✓ Sort and distribute incoming mail
- ✓ Process 3 way P.O. matching invoices
- ✓ Prioritize invoices according to cash discount potential and payment terms
- ✓ Process check requests
- ✓ Audit and process credit card bills
- ✓ Match invoices to checks, obtain all signatures for checks and distribute checks accordingly
- ✓ Respond to all vendor inquiries
- ✓ Reconcile vendor statements, research and correct discrepancies
- ✓ Assist in month end closing and reporting to the Group
- ✓ Maintain files and documentation thoroughly and accurately, in accordance with company policy and accepted accounting practices
- ✓ Process bi-weekly payroll and corresponding payments
- ✓ Prepare monthly treasury reporting (actual cash-in vs cash out)

#### Qualifications

##### Education & Experience

- ✓ 4+ years of accounting experience
- ✓ High school diploma required, college courses in accounting preferred

##### Knowledge, skills and abilities

- ✓ Must be well organized and a self-starter
- ✓ Detail oriented, professional attitude, reliable
- ✓ Proficient in Excel and Word, Oracle experience a plus
- ✓ Possess strong organizational and time management skills
- ✓ Strong problem solving skills, basic accounting principles knowledge, documentation skills, research and resolution skills and multi-tasking skills
- ✓ Thorough knowledge of applicable accounts payable/general ledger systems and procedures, financial chart of accounts and corporate procedures
- ✓ Ability to communicate effectively verbally and in writing
- ✓ Ability to interact with employees and vendors in a professional manner

##### Working Conditions

- ✓ He/she works primarily in an office environment.
- ✓ He/she may be required to work some overtime hours.