

The General Accountant position is at our Appleton WI facility

CMD is a technology-driven innovator of plastic converting machinery and automation for manufacturing plastic bags, pouches and specialty converted products and a growing supplier of Alternative Energy Solutions. We offer an inclusive environment and clean air-conditioned facility that you can be proud to work in. We look forward to meeting you and learning more about your interests.

Responsibilities:

- Compiles and analyzes financial information to prepare general ledger journal entries and maintains documentation of business transactions that support these entries. Items of responsibility include but are not limited to properly expensing/accruing salaries, labor costs and payroll taxes; amortization of prepaid expenses; recording monthly depreciation; and amortization of goodwill.
- Reconciles general ledger account balances with documented business transactions at month end and makes reconciliations available to appropriate manager(s) for their approval.
- Maintains company fixed asset and depreciation systems, policies, and procedures. Records fixed asset acquisitions and disposals timely.
- Summarizes records on an annual basis for income tax purposes. Develops and recommends property accounting methods to provide effective controls.
- Works with R&D personnel to ensure that all information submitted for calculation of the annual R&D tax credit is accurate, and supporting documentation is complete and verifiable.
- Tracks warranty activity and prepares necessary reporting and journal entries.
- Prepares information for monthly sales and use tax returns and, Form 5500's and MR-MP reports.
- Maintains records of sales by state, including machine sales, parts sales and service revenue.
- Compiles information for government surveys and reports.
- Collaborates with Accounts Receivable and Accounts Payable by participating in both processes for the purpose of maintaining proper segregation of duties, and provides assistance as needed.
- Prepares monthly analysis of actual vs budgeted headcount by function.

Job requirements:

- Bachelor's Degree in Accounting is required. One to three years of related experience is preferred.
- Must have aptitude for accuracy and attention to detail.
- Excellent problem solving, organizational and interpersonal skills are essential.
- Proficiency with Excel and other Microsoft office Suite Products and computerized accounting systems are necessary.