



National Electrostatics Corp.

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July 30, 2018

Position Open
for
ACCOUNTANT

This is a full-time position, 40 hours per week (8 hours per day, Monday - Friday), with excellent benefits. Benefits include paid holiday, vacation, and sick leave, paid disability and life insurance, and group health insurance, and 401(k) and ESOP plans. The work involves a variety of accounting tasks for a manufacturer of scientific instruments. Prior work experience is required.

Job Title: ACCOUNTANT

(8:00 a.m. - 4:30 p.m., Accounting Department)

Job Level: Administrative

Essential Duties:

1. Payroll processing.
2. Entry of A/P invoices and check processing.
3. Enter/scan hourly production time sheet data.
4. Prepare and review standard costs for inventory and analyze variances.
5. Work in process analysis and postings, COS and warranty schedules.
6. A/R, coding A/P invoices, and other accounting functions, as needed.
7. Other tasks, which may or may not be accounting related, as needed.

Accuracy, attention to detail, good attendance, good organization, the ability to work cooperatively in a positive, professional manner, and the ability to work and think independently are expected.

Qualifications:

1. Bachelor's Degree in Accounting required.
2. Five years accounting experience required, preferably in a manufacturing setting.
3. Good oral and written communication skills in English.
4. Familiarity with accounting software and spreadsheets.

Physical Requirements:

1. Eyesight vision of, or corrected to, 20/20.
 2. Able to lift 25 pounds.
 3. Keyboard entry skills and ability to use common accounting tools, such as adding machine, calculator, etc.
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Send your resume to: waterworth@pelletron.com or visit www.pelletron.com to apply online and to find more information about NEC and our products.

NEC is an Equal Opportunity Affirmative Action Employer - M/F, Vet/Disability.