



National Electrostatics Corp.

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September 4, 2018

Position Open
for
ACCOUNTING MANAGER

The Accounting Manager is considered an integral part of the team as such he/she works closely to ensure the accuracy, timeliness, and optimization of financial systems, accounts receivable, accounts payable, payroll and more. The Accounting Manager is accountable for the day-to-day accounting functions and is responsible for ensuring that financial information and procedures are in compliance with GAAP as well as Company policies and procedures. This is a full-time position 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.

Job Title: ACCOUNTING MANAGER

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

Job Level: Administrative

Essential Duties:

1. Prepare and issue timely and complete quarterly financial statements.
2. Assemble information for external auditors for the annual audit.
3. Reconcile accounts to ensure their accuracy and review reconciliations and transactions created by other finance/accounting personnel.
4. Responsible for ensuring accounting staff are trained and operationally effective; makes hiring decisions, manages employee performance reviews.
5. Other accounting functions as needed.
6. Comply with Generally Accepted Accounting Principles (GAAP) for financial statements

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 or Finance fields.
 2. 6-10 years accounting or finance experience required, manufacturing environment preferred.
 3. Familiarity with payroll taxes, wire transfers, fixed asset reporting, and property/RE returns.
 4. Experience leading and motivating others while in a managerial position.
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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.