



Role Profile

Role Title: Staff Accountant (Junior) – Shared Services

Reports To: Shared Service Assistant Controller

Position Location: DeForest, Wisconsin

Overall Responsibilities:

A motivated and self-driven Accountant will take on a breadth of accounting responsibilities for multiple entities in the group. Your proven accounting skills in month-end close, account reconciliations, intercompany transactions, Sales/Use Tax Returns and GST/QST Returns will prove to be invaluable. You will be given the opportunity to interact/coordinate and build relationships with various internal and external customers.

Specific accountabilities:

- Monthly close including account reconciliations, journal entries, and coordinate timely and accurate submission of financial results
 - Ensure month end account reconciliation process is complete and accurate, reconciling items are consistent, and un-reconciled amounts can be readily explained and corrected
 - Coordinate research and resolution for all reconciliation issues in a timely manner
- Prepare complex bank reconciliations and investigate bank to ledger variances for multiple legal entities and bank accounts.
 - Understand system configuration for tracing entries from users to bank entries
 - Assist with system testing for planned updates or enhancement requests as appropriate. Engage with IT and third-party ISV where needed.
- Responsible for vendor account set up
- Prepare state and local sales tax returns
- Prepare Canadian goods & services tax returns
- Responsible for annual carbon reporting and insurance renewal processes
- Inquire, understand and assist in implementation of changes to accounting policies, procedures and deliverables as they relate to assigned accounting function
- Lead and drive change by recognizing opportunity and implementing efficiencies and by influencing senior managers.
- Assist with audit requests and other audit inquiries from both internal and external audits

Qualifications and experience:

- Bachelors Degree in Accounting or Finance required
- 1-2 years related experience required
- CPA or CPA candidate is preferred
- Knowledge of ERP Systems beneficial – Dynamics D365 a plus

Personal Characteristics / Considerations:

- Right person will be inquisitive and innovative
- Someone who can be flexible and adapt to change and changing priorities quickly
- Excellent interpersonal skills. excellent communications skills, problem solving skills and attention to detail. This role works as part of a team, but also need to work well independently.
- Must be able to maintain strict confidentiality of information