



KEITH Mfg. Co.  
World Headquarters

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## Staff Accountant

Full-Time, 7:00 a.m. ~ 3:30 p.m., Monday ~ Friday

KEITH® provides pallet and bulk material handling solutions through its **WALKING FLOOR®** conveyor. The unique horizontal unloading/loading system handles nearly any bulk material or palletized cargo. Both mobile **WALKING FLOOR** trailers and stationary **WALKING FLOOR** bins are used throughout the refuse & recycling, agriculture, energy generation and wood products industries.

### **PERSON & POSITION:**

As a Staff Accountant II at KEITH Mfg. Co. you will be responsible for the preparation and accuracy of monthly entries and reconciliations of various general ledger accounts. All KEITH Mfg. Co. team members work safely and efficiently with a “Customer First” mindset. They also meet agreed upon goals in a timely manner and arrive to work, meetings, and appointments, and other work-related functions on time as scheduled.

### **ESSENTIAL FUNCTIONS**

- Assist the Controller in preparing, analyzing and reviewing periodic and annual Financial Statements
- Maintain the Fixed Asset and associated depreciation schedules on the FAS Software System
- Complete Industrial Property Tax Returns, Enterprise Zone Exemption Claims and Energy Trust Incentive Program reports as required
- Reconcile monthly bank, petty cash and credit card statements
- Prepare and maintain company and department budgets
- Analyze business operations, trends, costs, and revenues and report to management
- Provide backup for Accounts Receivable and Accounts Payable functions
- Meets agreed upon goals in a timely manner
- Arrives to work, meetings, and appointments, and other work-related functions on time and as scheduled

### **MINIMUM QUALIFICATIONS:**

- **Associate’s degree or minimum of 2 years accounting work experience**
- Knowledge of Generally Accepted Accounting Principles (GAA) and proper internal controls
- Proficiency with SAP Business One or equivalent ERP system
- Intermediate to advanced Excel skills
- Strong written and verbal communication skills, organization and time management skills
- Detail oriented with strong analytical skills
- Highly motivated, self-starting team player
- Experience in a manufacturing environment preferred

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**KEITH**