

Staff Accountant

Velocity Machine in De Pere is seeking an experienced Staff Accountant to play a key role in supporting daily accounting operations, with a focus on A/R and A/P. This position works closely with the General Accountant and reports directly to the Controller.

Email resume to hr@velocitymachine.com

Accounts Payable

- Full cycle A/P
- Process invoices
- Three-way matching
- Payment processing
- Reconcile vendor statements
- Communicate with vendors to resolve discrepancies
- Monitor open item receipts to ensure vendor invoices are received and entered
- Collaborate with other departments on approvals and variances
- Month end A/P accrual

Accounts Receivable

- Invoicing
- Post customer payments
- Communicate with customers regarding skipped invoices, payment discrepancies, etc.
- Monitor shipped jobs report to ensure invoices are generated in a timely manner
- Send monthly statements

General Accounting

- Assist with month end and year end
- Reconciliations, projects and other duties as assigned
- Identify opportunities to streamline processes and improve accuracy

Qualifications

- Minimum 5 years in a similar role
- Firm understanding of accounting principles and processes
- The ability to use logic and reasoning to identify discrepancies, determine cause and resolve issues.
- The ability to collaborate productively across departments.
- Excellent attention to detail
- Bachelor's degree in accounting or equivalent experience