



Position Title: Accountant II

Reports To: Manager of Finance

FLSA: Nonexempt

General Summary:

The Accountant II position is responsible to ensure the smooth day to day operations of Payroll, Accounts Receivable, interfacing with systems & phone support, certain aspects of the financial closings, and banking coordination in a timely, accurate and efficient manner.

Essential Job Functions:

- This position has the overall responsibility for an accurate, timely, payroll process for **ecomaine**. This includes time collection, processing of payroll, appropriate payroll deductions, filing periodic payroll tax returns, payment of all payrolls, benefits, and taxes, related reporting as well as the proper and complete recording of activity in the financial statements.
- Performs the credit and collection function to include working with **ecomaine** staff to establish new customers, addressing customer issues and questions relating to receivables, and following up on delinquent accounts in a timely manner. Prepares and issues monthly statements to customers and provide timely, accurate reporting on outstanding receivables to senior management as well as reconciliation of all related accounts.
- Banking Coordinator to include account monitoring, coordinating with the bank and ecomaine employees, and reconciliation of all accounts.
- Acts as the liaison between ecomaine employees and its outside technical support (currently Systems Engineering & CMC) regarding network (both voice and data) related issues (hardware and software) resolving issues in a timely efficient manner.
- Assists in the month & year-end financial closing process by completing items such as recycle integration, major project reporting, recycle revenue reporting, reviewing Encore data for accuracy and completeness.
- Produces and ensures timely and accurate reporting for areas of responsibility and assisting in the development and implementation of policies and procedures relating to areas of responsibilities.
- Assists with annual external audits.
- Assists in the development and implementation of policies and procedures relating to these areas.

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Other Duties and Responsibilities:

- Train to help cover higher level accounting positions,
- Other Duties as assigned.

Skills/Experience/Training Required:

A Bachelor's Degree in accounting or finance is required and 3 - 5 years of experience is desirable. Duties require solid knowledge of accounting as well as all aspects of payroll, preferable in a manufacturing environment.

- Analytical thinker who can multitask, is a self starter and is very organized.
- Attention to detail and the ability to meet deadlines and goals set by Supervisor.
- Solid knowledge of financial statements, payroll, credit & collections, and related functions.
- Good verbal and written communication skills, strong team player.
- Solid technical skills, knowledge of software systems such as Great Plains and Microsoft Office Suite of Programs as well as hardware (computers, servers, phone systems etc.).

Supervisory Responsibility:

N/A

Working Conditions/Physical Demands:

- Please see the **ecomaine** Return to Work Policy

This job description is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills or working conditions associated with the position. While it is intended to accurately reflect the position activities and requirements, ecomaine reserves the right to modify, add or remove duties and assign other duties as necessary.

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act, must be able to perform the essential job functions (as listed here) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis. ecomaine is an equal opportunity employer.