

Among PU machinery and plant manufacturers, the Hennecke GROUP enjoys worldwide reputation as being the company with the broadest product range and highest quality. Our expertise and equipment portfolio covers virtually all fields of PU applications. For more than 75 years, Hennecke has been driving innovation in PU technologies that have gained worldwide acceptance and acclaim - in close cooperation with polyurethane processors around the globe.

**For the North American territory we are looking for**

## Accountant / Payroll Specialist

### Main responsibilities include:

- Third party bi-weekly payroll processing (current platform is Paychex)
- Processing of all insurance invoices
- Handle intra-company invoicing and related party reconciliations on a monthly basis
- Year-end physical inventory processing
- Update weekly liquidity and cash flow planning based on incoming orders and cash disbursement needs
- Book and process small project billings along with accurately sending customer invoice
- Ad hoc assignments as needed
- Reconciling PTO balances on a bi-weekly basis
- Develop skill set to backup and assist accounting team
- Assist with preparation of documents for year-end review and tax preparation with public accounting firm
- Month end closing reporting

### Requirements include:

- Third party payroll processing experience
- Must have solid organizational and time management skills
- Detail oriented
- Ability to stay on task in order to meet deadlines
- Proficient with Microsoft Office especially Excel
- Ability to work independently and on a team
- 1 – 3 years of related experience with general accounts payable and/or accounts receivable
- Experience with an ERP system, Microsoft Dynamics is current platform
- Solid written and oral communications skills
- 4 year degree or equivalent years of related experience

### Benefits:

- Competitive salary commensurate with qualifications and experience
- Comprehensive benefits include Medical, Dental and Vision Insurance, 401(k) with Company match, Life, AD&D, LTD and STD insurance
- PTO and Holiday programs

Here's YOUR opportunity to capitalize on a genuine career opportunity! If you are a motivated, high energy individual who is looking to take the next step in their career, apply now! Feel free to use our online application:

<http://www.hennecke.com/us/company/career/application>

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