

LORIN

General Accountant

Lorin Industries is a leading West Michigan Manufacturing Company who has an opportunity for a positive professional who believes in providing the highest quality of service to join our Finance Team.

Duties and Responsibilities:

- Manage both accounts payable and accounts receivable duties with efficiency and expediency and with minimum supervision.
- Manage daily invoicing generation and daily payment collection of all receivables to customer accounts and communicate if payments are past due.
- Generate monthly price pages and assist sales with costing questions.
- Have excellent Excel skills for daily, weekly and monthly reports.
- Develop effective relationships with all internal and external customers.
- Able to match up receivers with invoices and enter into our software correctly.
- Paying vendors in a timely manner to capture discounts and maintain our excellent credit rating.
- Ability to generate accurate weekly payroll, and the affiliated reports.
- Prepare for the annual 401K audit and worker's comp audit.
- Compilation of monthly commission reports, monthly and annual account reconciliations, monthly use tax, and maintain petty cash.
- Generate 1099's annually.
- Ability to quickly learn and navigate within our software.
- Review and adhere to corporate credit policies and procedures.
- Assist Finance Team in meeting corporate goals and timelines.

Education and Work Experience:

- Bachelor's degree in accounting or related field.
- 5 years related work experience is preferred.
- Proven organizational, interpersonal and problem solving skills.
- Ability to effectively communicate, support and work with all levels within the organization and our customers.

LORIN

Benefits:

Lorin offers a competitive salary and benefit package that includes:

- Paid time off
- Health Insurance
- Dental Insurance
- Vision Insurance
- Life Insurance
- Flexible Spending
- 401(k) with a company match
- Education reimbursement program

Lorin Industries is an equal opportunity employer and considers all qualified applicants without regards to race, color, sex, sexual orientation, gender identity, age, religion, disability, national origin, citizenship, height, weight, genetic information, marital status, pregnancy, protected veteran status or any other status protected by law.