



Staff Accountant

Full Time, Salary position

POSITION SUMMARY

The staff/cost accountant is responsible for supporting the Controller and Senior Cost Accountant in routine activities including maintaining general ledger, assisting with the monthly financial close, maintaining POC schedules, reconciling WIP and finished goods inventory and A/R posting and collections. Additionally, this position will work closely with the CFO and Senior Cost Accountant with respect to Maintaining the Cost Accounting System.

It is expected this position will be exposed to virtually all areas of the accounting process. This position will serve to fill an immediate void, as well as, provide the necessary bench strength to address an aging workforce. As such, the right candidate is expected to have the opportunity for career advancement.

JOB REQUIREMENTS

Essential Duties and Responsibilities to include the following:

- Assist in the preparation of schedules for external audits, tax returns and other regulatory filings.
- Assist in monthly and year-end close process.
- Ensure compliance with the financial procedures of the organization.
- Maintenance of the general ledger and financial systems.
- Engage in critical and confidential aspects of accounting.
- Assist in the daily & weekly banking requirements.
- Assist in the accounts payable process.
- Reconciling WIP and finished goods inventory
- Planning, studying, and collecting data to determine costs of business activity such as raw material purchases, inventory and labor.
- Analyzing actual manufacturing costs and preparing periodic reports comparing standard costs to actual production costs
- Maintaining Cost Accounting System

QUALIFICATIONS

- Bachelor's Degree in Accounting is required.
- Must have the ability to proactively solve problems.
- Must have excellent attention to detail along with strong analytical and critical thinking skills.
- Strong interpersonal skills, including excellent verbal and written communication skills.
- Must possess the ability to work well with employees at all levels of the organization, and the ability to work well independently and as part of a team.
- Proficiency in Microsoft Office Programs

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