

## Staff Accountant

### ABOUT THE COMPANY

Prospect Foundry is looking for a Staff Accountant that will report directly to the VP of Finance. Prospect is a family owned manufacturing company located in Northeast Minneapolis. The company is dedicated to the long-term success of our team and we're proud to provide stable career opportunities for all employees. We're looking for a good fit to our unique culture and someone who will complement the existing management team!

### BENEFITS & WAGES

Full-Time

Competitive Salary

Medical & Dental Benefits

401K Plan & Employer Match

Eligible for Monthly & Annual Bonus

Casual Dress Code

### POSITION SUMMARY

The Accountant will be responsible for performing and maintaining the activities of the overall general accounting function. Will maintain accounting systems, procedures, and policies by performing a variety of tasks that ensure the accurate reporting of accounting data. This position will require the use of hands-on accounting experience and a comprehensive understanding of accounting principles and company practices.

### MINIMUM REQUIREMENTS

- Bachelor's degree in Accounting required
- Strong organization skills with particular attention to detail
- Strong computer aptitude, including advanced knowledge of Microsoft Excel
- Ability to work independently while managing multiple projects and deadlines

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Performing basic accounting procedures and transactions: AR, AP, Payroll, G/L
  - Accounts Receivable; invoicing, manage incoming payments, past due collections, etc.
  - Accounts Payable; requisition invoices, manage vendor payments, verify proper coding, etc.
  - Payroll; process payroll and maintain proper payroll records for the entire company
  - Month end reporting and closing for basic accounting procedures
- Use the company's ERP system and/or other electronic accounting processes in place
- Verify and enforce compliance with established financial policies and procedures
- Assisting and performing financial statement preparation, month end closing, journal entries & general ledger maintenance, inventory roll forwards, fixed assets, and margin analysis; preparing supporting schedules for financial statements preparation
- Preparing and maintaining daily, weekly, and monthly reports
- Reviewing, analyzing and reconciling general ledger accounts
- Assisting with annual financial and 401K audits
- Producing financial data upon request and assisting with other special Accounting projects
- Performing other duties as assigned



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#### HOW TO APPLY

Interested applicants should send their resume to Rebecca Miller, Human Resources Manager,  
[hr@prospectfdry.com](mailto:hr@prospectfdry.com)

*The Company is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.*

*All applicants are considered for all positions without regard to race, religion, color, sex, gender, sexual orientation, pregnancy, age, national origin, ancestry, physical/mental disability, severe/morbid obesity, medical condition, military/veteran status, genetic information, marital status, ethnicity, alienage or any other protected classification, in accordance with applicable federal, state, and local laws. By completing this application, you are seeking to join a team of hardworking professionals dedicated to consistently delivering outstanding service to our customers and contributing to the financial success of the organization, its clients, and its employees. Equal access to programs, services, and employment is available to all qualified persons. Those applicants requiring accommodation to complete the application and/or interview process should contact a management representative.*