



## **Staff Accountant | Duramax Marine – Hiram, OH**

Join a 100% Employee-Owned company driving innovation and a recognized leader in manufacturing water-lubricated bearing technology.

We're looking for a **Staff Accountant** with **1-3 years of experience** in maintaining financial records, processing transactions, and ensuring accuracy and compliance with established accounting standards.

This role offers the opportunity to contribute to a rapidly growing, well-established company with a strong culture of collaboration and employee ownership.

### **What The Role will Do:**

#### **Accounts Payable**

- Process Accounts Payable invoices accurately and in a timely manner.
- Verify discrepancies and resolve billing issues with vendors/suppliers/contractors.
- Prepare and issue payments to vendors/suppliers/contractors.
- Monitor accounts to ensure payments are up to date and resolve any discrepancies.
- Maintain and reconcile all credit card activity.

#### **Accounts Receivable**

- Generate Accounts Receivable invoices and distribute to customers daily.
- Follow up on overdue payments and communicate effectively with clients to resolve outstanding issues.
- Prepare AR aging reports and provide insights on collections.
- Maintain and reconcile Accounts Payable and Accounts Receivable.

#### **General Accounting**

- Post transactions to journals, ledgers, and other records.
- Establish and report individual, Accounts Payable, and Accounts Receivable KPI's as required.
- Assist in month-end and year-end closing activities.
- Ensure compliance with accounting policies and procedures.
- Maintain organized financial records and documentation.

#### **Audit & Compliance**

- Assist in audits by providing necessary documentation and explanations.

#### **Administrative & Special Projects**

- Provide administrative support to the finance department as needed.
- Assist in special projects and ad-hoc financial analysis.

**FORWARD TOGETHER.**

17990 Great Lakes Pkwy, Hiram, OH 44234



### **What We're Looking For:**

- Bachelor's degree in accounting is required
- A minimum of one (1) years' experience in accounts payable or accounts receivable preferably in a manufacturing environment.
- Familiarity with basic accounting principles and procedures.
- Proficiency in accounting software (e.g. QuickBooks or ERP) and MS Office (e.g. Excel).
- High degree of accuracy and attention to detail.
- Excellent organizational and time-management skills.
- Ability to prioritize tasks and work to meet deadlines.
- Strong analytical skills and problem-solving abilities.
- Good communication skills, both written and verbal.
- Ability to collaborate effectively with colleagues across departments.
- Commitment to maintaining confidentiality of financial information.

### **Why Duramax?**

- Employee Stock Ownership Plan (ESOP)
- 401(k) + Profit Sharing
- Full Benefits from Day 1
- PTO, Tuition Reimbursement & Career Growth

**FORWARD TOGETHER.**

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