



# Accountant

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## Highlights of the Position:

Responsible for financial analysis, reporting, planning including but not limited to general ledger reconciliations; responsible for the efficient operation and cost accounting functions.

Title	Classification	Hiring Manager	Department	Location
Accountant	Exempt	Suzi Fletcher	Finance	Oklahoma

## Essential Duties and Responsibilities:

- Cost Accounting for the plant.
- Month-end, quarter-end and year-end closing.
- Post journal entries in the company general ledger accounting software.
- Balance sheet accounts reconciliations.
- Prepares ad hoc reports for management as needed.
- Assists with year-end audits.
- Liason between Henniges & third party processor for Accounts Payable.
- Ensures compliance with GAAP/IFRS.
- Perform other duties as assigned.
- Track tooling expenditures.

## Qualifications/Requirements/Competencies:

- Well-developed active listening and negotiation skills
- Proficient verbal, written and presentation skills; communicates clearly, with credibility and confidence.
- Analytical and problem-solving skills consistent with the ability to identify key issues from a broad range of alternatives and recommend optimal solutions for various situations.
- Proficiency in the following software applications: Microsoft Office including Word, Excel, and PowerPoint, and PLEX, sufficient to apply and/or support the application with minimal instruction or guidance; this level of proficiency is typically attainable through three years of substantive experience with the applications.
- Ability to work in a team and/or matrixed structure, supporting multiple clients.
- Flexibility and the ability to work with shifting priorities; embrace new/evolving responsibilities.

- Balances multiple demands from superiors, subordinates, and/or peers in a positive and even-handed fashion; displays a calm demeanor under pressure.
- Initiates new ideas and approaches; challenges prevailing practices and approaches with reasonably sound alternatives.

**Education:**

Minimum: Bachelor's degree in Accounting or Finance.

**Experience:**

Minimum: Knowledge and skills typically acquired through one-plus years' experience in a finance/accounting department. Proficient in Microsoft Office including Word, Excel, PowerPoint.

Preferred: Experience with ADP, SuccessFactors, or other payroll systems.

Please submit resumes to: [chase.massie@hennigesautomotive.com](mailto:chase.massie@hennigesautomotive.com)

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