



Job Description Staff Accountant

About H+K

H+K International is a leading global supplier of stainless-steel kitchen equipment to the food service industry with a long-established reputation for quality products, precision manufacturing and exceptional customer service. H+K delivers flexible, value-driven restaurant equipment solutions to major customers in North America, Latin America, Europe, Australia, and Asia.

Summary

Responsible for performing general accounting functions including sales, cost and general ledger analysis. Also responsible for providing back up and monitoring internal controls for the A/P and A/R departments.

Essential Duties and Responsibilities: Assist the accounts payable coordinator, which may include:

- Reconciling general ledger assigned accounts
- Reconciling Cash Accounts
- Local Check-run
- Responding to internal and vendor requests for information on accounts in a timely and effective manner
- Process customer refunds
- Prepare AR reports for Senior Management
- Research issues and respond to Management Request
- Review current processes and evaluate opportunities for efficiency improvements.
- Assist in the preparation of the monthly financial package generated for management review.
- Prepare journal entries
- Prepare quarterly analysis and reporting for management review.
- Assist with annual Audit and Tax return preparation.
- Performs other duties as assigned.

Education, Experience, and Knowledge Requirements

Bachelor's degree (B. A.) from four-year college or university in accounting; and a minimum of two years related experience and/or training; or equivalent combination of education and experience.

H+K International offers a competitive benefits package including a comprehensive medical plan that includes short/long term disability, flexible spending account, life insurance, 401k (with 100% match up to 5%), tuition reimbursement, free online training courses and a business casual dress environment.