



# Accounting Support Specialist

Highland, IL

**Job Summary:** This position performs payroll-related functions, including processing, tax compliance, and payroll reporting in a multi-site, multi-state environment. This position will also include responsibilities in many areas of the finance and accounting department. This may include accounts payables, accounts receivable, fixed assets, and others.

**Reports to:** Corporate Controller

**Essential Duties:**

**Payroll:**

- Process weekly US payroll for multiple locations utilizing a third-party payroll provider.
- Prepare weekly and monthly general ledger journal entries.
- Assist in review of payroll items for month end close.
- Submits the contribution files to the 401(k) provider.
- Provide information for non-discriminatory testing for the 401K plans.
- Provide information and support for the 401K annual audit.
- Assist with payroll items for any census and year end audit needs.
- Prepare and/or review and reconcile annual W-2 and other year-end payroll-related schedules and reports, some of which will be created by our third-party payroll provider.
- Reconcile monthly, quarterly, and yearly withholding and unemployment taxes and schedules.
- Provide third party payroll tax jurisdiction information as needed.

**Accounts Payable:**

- Process invoices, schedule payments, reconcile accounts, and communicate with vendors to resolve any discrepancies.
- Match remittance advice by verifying the purchase order, the receipt, and the vendor invoice to ensure they match before payment.
- Prepare and execute payments to vendors, including preparing checks for mailing, ACH, and electronic transfers.
- Prepare and process reconciliation schedules monthly and in support of year-end audit.
- Work with independent auditors on related account schedules and reports.

**Other:**

- Miscellaneous other duties as may be assigned (could include AR back up, treasury, fixed assets, product costing, etc.)



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### Requirements:

- Associate degree or bachelor's degree preferred.
- Minimum of 1 year of experience in payroll processing is required. Oracle Enterprise One and UKG software experience is a plus.
- Proficient in Excel, including VLOOKUP and pivot tables, is essential.
- Ability to analyze large data sets and generate reports to support decision making.
- Strong attention to detail and accuracy are critical in this role. Ability to meticulously review payroll data and identify any discrepancies or errors.
- Excellent organizational skills with the ability to prioritize tasks and meet deadlines. Strong multitasking abilities are essential.
- Effective verbal and written communication skills are necessary to interact with employees and vendors.
- Able to meet deadlines and attention to detail.
- Demonstrated ability to handle sensitive and confidential information with a high level of integrity and discretion.

### Contact:

Basler Electric welcomes employment applications received directly from interested candidates. We prefer that you submit your resume in Microsoft® Word or Adobe® PDF format.

Basler Electric Company  
Human Resources  
12570 Route 143  
Highland, IL 62249-1074

Tel: +1 618.654.2341, ext. 251  
Fax: +1 618.654.2351  
Email: [employment@basler.com](mailto:employment@basler.com)

### Benefits:

Basler offers a comprehensive benefits package which offers: Medical, Prescription, Dental, Vision, Life, and AD&D insurance; a 401k plan; paid leaves for Vacation, Holiday, Sick, Jury Duty, Bereavement; tuition reimbursement. All benefits are subject to eligibility requirements.

### Compensation:

We anticipate filling the Accounting Support Specialist position with an expected compensation range of \$22 - \$25/hour. We are open to reviewing additional candidates with more or less experience and the pay range may differ if filled at a different level. Our pay ranges are determined by job, responsibility, and location. Starting pay and job title are based on location and job-related factors such as candidate experience, training, knowledge, and skills.