



General Accountant

Highland, IL

Job Summary: This position will offer a wide exposure to the various accounting functions within the Company. Much of the involvement will be in certain daily, monthly, and annual processes of the finance department, which includes monthly and annual closings, budgeting, physical inventory, and may also include payroll, tax, and/or cost accounting functions as may be assigned.

Reports to: Corporate Controller

Essential Duties:

- Prepare and process certain monthly and annual financial close processes in an accurate and timely fashion.
- May also include preparation of monthly financial statements for distribution to ownership and senior management.
- Provide detailed account and activity analysis to prepare certain general ledger journal entries.
- Prepare and maintain certain monthly analysis and reconciliations for the year-end financial close process.
- Prepare and maintain audit schedules for the year-end audit process.
- Participate in the budget process, including preparation of the appropriate schedules and analysis.
- Ensure certain general ledger transactions are recorded and classified accurately and timely.
- Other responsibilities may be assigned to include:
 - Responsibility for tracking and maintaining fixed assets.
 - Certain cost accounting responsibilities, including analysis of cost of sales variances, developing profitability analysis for the sales quoting process, analyzing product mix analysis, bill of material and routing analysis, etc.
 - Preparations and filings of Corporate sales & use, property, franchise tax returns.
 - Support International divisions with monthly close.
 - Perform other duties and special projects as requested.

Requirements:

- Bachelor's Degree in Accounting or related Business degree.
- Minimum of one year experience preferred.
- Ability to apply a broad knowledge of accounting principles to a variety of corporate accounting activities ranging from routine daily transactions to complex analyses.
- Competent in use of Microsoft office applications and experience in Oracle software is a plus.
- Willingness to travel as needed.



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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.

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