



MFP Automation Engineering
4404 Central Parkway
Hudsonville, MI 49426
(616) 538-5700
info@mifp.com

January 26, 2021

MFP is a leader in the fluid power industry specializing in hydraulics, pneumatics, automatic lubrication systems, and electrical automation. Our approach to the market is from a technical, problem solving aspect to best meet our customer's needs. Educating our customers about the advancements in automation technology has become the underlying theme for MFP Automation Engineering and continues to be a source of growth for our company. MFP is looking to hire a dedicated individual to fulfill our Project Coordinator/Buyer position and join the MFP team.

Title: Accounting Assistant

Status: Full Time exempt/non-exempt

Department: Accounting

Reports to: Accounting Manager

Purpose of the Position: The Accounting Assistant provides support to the Accounting Manager with daily transactions and general financial procedures & processes. You will be responsible for daily accounts payable and receivable processing, identify and resolve discrepancies and assist with any other duties as assigned within the department.

Job Responsibilities:

- Processing daily transactions through our ERP software for payables and receivables
- Identify discrepancies and investigate root cause with supply chain, sales or customer service
- Ensure timely transactions in accordance with negotiated payment terms
- Assist in check runs, maintaining general checking account, reconciling expense reimbursements and credit card statements
- Support Accounting Manager in preparing financial statements and reporting
- Support Accounting Manager with payroll and benefit programs along with employee questions or concerns
- Document management including filing, tax preparation and proper destruction
- Build strong relationships with third-party financial service providers

Preferred Qualifications:

- Associates degree in Accounting or closely related discipline OR experience in a similar role combined with some education/training
- Familiarity with accounting procedures and processes with a high degree of accuracy
- Highly motivated, detail oriented and strong time management & prioritization skills
- Experience with ERP systems and related accounting software
- Proficient in all Microsoft programs

- Effective communicator both verbal and written
- Knowledge of 5S and Lean Manufacturing initiatives

Supervisory Responsibility: None

Working Conditions: Standard office environment

Salary: Negotiable

Contact: Email Chelsea Nelson at cnelson@mifp.com resume and cover letter if interested.