



## **Title: Full Charge Bookkeeper**

### **Company Overview:**

We are a family-owned manufacturing company with a rich history spanning over 47 years. Committed to excellence, we specialize in manufacturing carbide cutter tools & accessories to the infrastructure industries worldwide. As we continue to grow, we are seeking a dedicated **Full Charge Bookkeeper** to join our team and manage all accounting functions with precision and efficiency.

### **Position Overview:**

The Full Charge Bookkeeper will play a pivotal role in our organization, overseeing all accounting operations and ensuring the accuracy and integrity of financial data. Reporting directly to the President, the successful candidate will be responsible for preparing financial statements, quarterly and annual reports, and collaborating with external CPA firms for tax compliance.

### **Responsibilities:**

1. Manage day-to-day accounting activities, including accounts payable/receivable, payroll, sales & inventory management, general ledger entries, and bank reconciliations.
2. Prepare monthly, quarterly, and annual financial statements in accordance with GAAP principles.
3. Coordinate with department heads to gather financial data and insights for budgeting and forecasting purposes.
4. Utilize accounting software to maintain accurate records and streamline financial processes.
5. Collaborate with external CPA firms to prepare necessary documents and support tax filings.
6. Regular audits are conducted to ensure compliance with regulatory requirements and internal controls.
7. Assist in the development and implementation of accounting policies and procedures.
8. Provide financial analysis and recommendations to support strategic decision-making.
9. Stay updated on industry trends and changes in accounting regulations to ensure compliance and best practices.
10. Perform ad-hoc financial tasks and projects as assigned by senior management.
11. Other duties as assigned.

### **Qualifications:**

1. Associates (required) Bachelor's degree (preferred) in Accounting, Finance, or related field.
2. Proven experience as a Full Charge Bookkeeper or similar role, preferably in a manufacturing or related industry.
3. Strong proficiency in accounting software (e.g., Sage) and MS Office Suite.
4. Solid understanding of GAAP principles and financial reporting requirements.
5. Excellent organizational skills with the ability to prioritize tasks and meet deadlines.
6. Detail-oriented with a high level of accuracy in data entry and financial analysis.
7. Effective communication skills, both verbal and written.
8. Ability to work independently and collaborate effectively in a team environment.
9. Prior experience working directly with company executives is a plus.

**Requirements (including, but not limited to):**

- Confidentiality of all company and personnel information.
- Five (5) years of proven work experience as Full Charge Bookkeeper.
- 40-hour work week (Monday-Friday; 7:30a – 4:00p), occasional overtime.
- Pre-employment Drug Test, Background & Credit Checks, and Post Offer Physical.
- Ability to follow, understand, and maintain compliance with our company's employee handbook, in addition to other various policies and procedures that may apply to our company.

**Wages & Benefits:**

- Hourly wages (DOE)
- Bonuses
- Medical insurance (BCBS 100%)
- Paid Time Off (PTO)
- 8 paid holidays (including Birthday Holiday)
- Other

Join us and be part of a dynamic team dedicated to driving success and innovation in the manufacturing industry. If you possess the necessary skills and qualifications, we invite you to apply and contribute to our continued growth and success.

**TO APPLY:** Email or Mail resume with cover letter, wage requirements, and any significant credentials, including copy of college transcripts to **PO Box 490, Herrin, IL 62948, ATTN: Bookkeeper.**

If you would like further information regarding this position or if you are applying via email, you may email to **lsuits@sollamico.com** (include 'Full Charge Bookkeeper' in the subject line).

To view our latest job listings and learn more about the exciting roles available, please visit our website at

<https://sollamico.com/job-opportunities/>

OR

Click on the QR Code:

