

Accounting Assistant

Insulspan – Blissfield, MI

Insulspan, the Industry Leader in Structural Insulated Panels, is looking for a high energy, service-oriented self-starter to join our evolving and growing team in **Blissfield, MI**. The role of **Accounting Assistant** requires a high level of attention to detail and conversant written and verbal communication skills across mixed audiences. You will be expected to provide general office, process and accounting support to our operations.

Primary responsibilities will include; the accurate and timely completion of the payables and receivables functions to meet the needs and requirements of our business as well as our customers and vendors. Developing a specialized knowledge of our business processes and systems so as to help further refine and define new processes as applicable. Acting as the primary back-up for production entry; including timecards, purchase orders, inventory receipts, transfers and shipments, sales orders and the closing of month end.

Specific responsibilities include:

- Receive, process and enter customer payments.
- Process incoming customer credit applications; including performing credit checks.
- Payable invoice coding and data entry.
- Coordinate with corporate accounting on weekly electronic payables and monthly check runs.
- Maintain vendor database; including completion of vendor credit applications, collection of W-9 forms and insurance certificates.
- Attend weekly production meetings for both manufacturing locations to coordinate project payment requests.
- Maintain all information related to accounting for projects in our proprietary system.
- Perform designated month end accounting tasks as assigned by the corporate accounting group to specified deadlines.
- Maintain master receivable and payable files so as to make the accessible to corporate accounting and auditors when requested.
- Provide administrative support to the executive team; as requested.
- Meet all safety requirements and regulations.

We Value:

- Our employees; and employees who respect and appreciate each other.
- Critical thinking skills.
- Willingness to learn and find answers.
- Proactive and communicative individuals.
- Team players who value the opportunity to work independently.



Seeking:

- Two-year accounting degree; preferred.
- 3 years' experience that supports all responsibilities listed.
- Excel, Word, Outlook and solid data entry skills.
- Problem solving
- Organizational skills

As a subsidiary of PFB Corporation, a publicly-traded corporation on the Toronto Stock Exchange, we offer competitive wages and benefits.

For immediate consideration, please forward resume and cover letter referencing: HR@Insulspan.com.

An Affirmative Action/Equal Opportunity Employer

Job Type: Full-time