



Job Description: Accountant / Controller

Summary Description:

Plymouth Grating Laboratory is seeking an experienced accountant or controller to be responsible for the bookkeeping, accounting, and financial functions in a manufacturing company (A/R, A/P, payroll, inventory, etc.), as well as some additional functions relating to human resources and general office administration.



Expected Outcomes:

- Trustworthy management of PGL's electronic financials via QuickBooks
- Professional and timely communication with PGL's vendors, customers, and employees
- Responsible execution of established procedures and creative improvement and documentation of new procedures
- Positive, learning-oriented attitude resulting in growth of personal capabilities

General Qualifications:

- Proficiency with generally accepted accounting principles (GAAP)
- Strong basic math, computer, and oral and written communications abilities
- Expertise with Microsoft Excel
- Flexibility and comfortable "wearing many hats"

Experience and Education:

- Experience with a well-established electronic ledger system, ranging from QuickBooks to a comprehensive ERP system, is required (minimum 10 years)
- Experience executing basic accounts receivable (A/R), accounts payable (A/P), and payroll functions is required (minimum 10 years)
- Experience with accounting/finance functions in a manufacturing company is highly desirable
- Education: Bachelor's degree in accounting, business, or a directly related field; an Associate's degree with extensive experience will also be considered

Apply online at: plymouthgrating.com/about-pgl/careers