



# UNITED SCIENCE

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## **Accounting Associate**

### **Reports to: Controller**

### **Summary of Functions**

The Accounting Associate will be based in our Osceola, WI office, and will perform a variety of accounting and administrative tasks to help maintain an accurate and efficient department that focuses on providing support to other departments and management throughout the company.

### **Duties and Responsibilities**

- Maintain accounting hard-copy and electronic file systems and update documents and records as needed.
- Review and enter invoices and reconcile statements from global vendors.
- Work effectively with other departments to identify solutions and provide support.
- Provide support for AP matters with both internal personnel and external parties.
- Support the development of business processes and accounting policies to maintain and strengthen internal controls.
- Enter sales orders, AR invoices, and customer statements and distribute as necessary.
- Assist in handling customer service calls/disputes/inquiries.
- Produce error-free documents and reports.
- Spot errors or inefficiencies and offer solutions.
- Assist with month-end and year-end close processes.
- Provide support for audits and tax returns.
- Comply with all accounting and legal principles, standards, and regulations.
- Other tasks as needed.

### **Qualifications**

- Associate degree or higher, preferably in accounting or finance-related field.
- Proficiency using Microsoft Office Suite, communications programs, and ERP software.
- Strong proficiency with Microsoft Excel including formulas and pivot tables.
- Excellent interpersonal skills, good team spirit, and ability to collaborate with a diverse range of people and job functions.
- Principled, flexible, and resourceful with a positive customer service mentality.
- Strict attention to detail, highly organized and efficient.
- Ability to multi-task and prioritize in a busy and dynamic environment with a willingness to accept challenges and learn new skills.
- Strong written and verbal communication skills.