

Accountant

Location: Grand Haven, MI

Lakeshore Environmental, Inc. (LEI) is actively seeking a motivated accounting professional with a minimum of 5 years' experience to join their corporate office in Grand Haven, Michigan. This position will report directly to the Vice President with regular interaction with project managers and LEI executive team members. The accountant will help keep financial records, prepare reports and update financial information. The ideal candidate must be proficient in Quickbooks, Payroll, Excel and Word and be familiar with accounting procedures, best practices, laws, standards regulations and Generally Accepted Accounting Principles (GAAP). Proven accounting experience required.

This position is a full-time position with a minimum of 30 hours per week (approximate) and potential to grow. This position is also eligible for), health insurance, flexible spending account, short/long term disability, a Simple IRA with company match, and accrual of paid time off (PTO). Flexible hours available to the right applicant.

Responsibilities:

- Maintain financial records, accounts receivable and accounts payable entries and account reconciliation
- Payroll responsibilities, including preparing, fulfilling, and distributing employee paychecks and all tax deposits and payroll reporting and payroll tax filings
- Preparation of financial analysis and preparation of reports
- Monitor past due accounts and following up on collections in accordance with company policy
- Review employee timesheets
- Prepare project invoices

Minimum Qualifications:

- A Bachelor Degree in Accounting
- Minimum 5 years accounting experience in Quickbooks, payroll, receivables, and payables
- Strong computer skills
- Experience in Microsoft Suites
- Strong attention to detail
- Strong aptitude for numbers, spreadsheets, and financial reports and analysis

Desired Qualifications:

- Aptitude for Human Resources and IT beneficial, but not required

Please submit resume and references to info@my-lei.com. Reference "Accountant" in the subject line.

Corporate Office

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Grand Haven, Michigan 49417
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www.MY-LEI.com

