



Staff Accountant

Bollinger Motors is looking for a Staff Accountant to assist our Finance team. This will be a highly visible role that will work closely with various other departments in the organization.

Essential Duties & Responsibilities

- Review invoices for approval and accuracy, work with Purchasing on system 3-way match
- Investigate, communicate, and resolve invoice discrepancies
- Enter invoices into ERP system and prepare weekly payments
- Reconcile vendor statements and transaction activity
- Work to build process for employee expenses and tracking
- Complete vendor setup in bank and ERP system
- Communicate with various departments to ensure timely of receipt for invoices for payment
- Monitor corporate credit card activity and review for transaction support and approval
- Process bi-weekly payroll and enter payroll updates in system
- Process 1099s, W-2s and other required documentations
- Assist the finance team with various Excel projects and month end close tasks
- Assist in the execution of process improvements

Education, Skills, and Knowledge

- Attention to detail, thoroughness, organization and follow through to completion is a must
- Degree in Accounting or Finance preferred or applicable experience
- 3-5 years' experience
- Strong verbal and written communication skills
- Prior accounts payable experience is required
- Prior payroll experience is preferred
- Public accounting experience preferred
- Knowledge of general accounting principles, regulatory standards, and compliance requirements
- Proficiency in MS Office, specifically Excel and Outlook
- Able to work in a start-up environment, be flexible and work hours as needed

Email resume to careers@bollingermotors.com

ALL APPLICANTS MUST BE AUTHORIZED TO WORK IN THE UNITED STATES

BOLLINGER MOTORS

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