

A close-up photograph of a person's hands typing on a laptop keyboard. The person is wearing a light blue shirt. The background is slightly blurred, showing a desk with a calculator and some papers.

We're hiring

We are currently seeking an experienced and reliable

ACCOUNTANT/ADMINISTRATION

to join our team. The successful candidate will be responsible for managing our financial records and providing support to our administrative team. This is a full-time position with competitive salary and benefits.

RESPONSIBILITIES:

- Maintain accurate and up-to-date financial records using accounting software.
- Prepare financial statements and reports for management.
- Manage accounts payable and receivable, ensuring timely payment and collection of invoices.
- Reconcile bank statements and monitor cash flow.
- Assist with budgeting and forecasting.
- Prepare tax returns and liaise with external accountants as required.
- Provide administrative support, including answering phones, managing email, and filing.

REQUIREMENTS:

- Bachelor's degree in accounting or finance.
- CPA or equivalent certification preferred.
- Minimum of 3 years of experience in accounting and administration.
- Excellent knowledge of accounting principles and practices.
- Proficient in the use of accounting QuickBooks software.
- Strong attention to detail and accuracy.
- Excellent organizational and time-management skills.
- Ability to work independently and as part of a team.
- Strong communication and interpersonal skills.

OUR COMPANY:

ALFING Corporation was founded in 1992 and has since then established itself as a major supplier in the automotive and other large scale manufacturing industries. ALFING Corporation has sold over 300 manufacturing systems, special purpose machines and machining centers throughout the United States and Mexico. ALFING Corporation is the US subsidiary of the ALFING Special Machine Group that was founded in 1938. Their current product line encompasses transfer lines and dial machines, machining centers, fracture systems, nutrunner technology, assembly machines, and automation.

From our office in Plymouth, MI we provide our North American customers with complete product support, including sales, service, spare parts, project management, simultaneous engineering and system integration. Our goal is to build long lasting relationships with our customers and to provide them with complete and flexible solutions in today's ever changing environment.

With approx. 500 employees, the Group generates an annual turnover of nearly 100 million Euros.

If you are a motivated and detail-oriented individual with a passion for accounting and administration, we encourage you to apply for this exciting opportunity. Please submit your resume and cover letter outlining your qualifications and experience.

Contact: ac@alfing-corp.com