



Hy-Line[®]

www.hyline.com

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Hy-Line International is looking for a Staff Accountant. Those interested in applying for this position should send a resume and cover letter to Human Resource department at the address below or e-mail to:

HumanResources@hyline.com

The description for this position is as follows:

Position Title: Staff Accountant
Department: Production-Research Departments
Reports to: Accounting Manager
Location: 1915 Sugar Grove, Dallas Center, IA 50063

Primary Function:

Coordinate and be responsible for the purchasing function, including the ordering of supplies/materials, coding of invoices, monthly accruals, maintaining of office equipment leases and assisting the Manager group with special projects as needed

Responsibilities/Duties:

- Maintain a reconciliation of third party vendor items ordered, delivered, invoiced and paid.
- Review p-card, cell phone and vendor statements for invalid charges and correct allocation to the appropriate cost.
- Process vendor invoices by coding, matching with a P.O. and entering into company payable software. Ensure all invoices are processed in a timely manner to receive vendor discounts.
- Review and balance all monthly vendor statements as necessary.
- Reconcile p-cards for the Managers with approval sign off from Director in allotted time.
- Match and file packing slips, purchase orders and purchase requisitions.
- Maintain necessary records for Accounts Payable department.
- Contact person for vendor invoice discrepancies.
- Cap Ex Projects.
- Prepare Cooperator Statements.
- Reconcile Third Party Expenses to be invoiced.
- Print monthly expense details for managers.
- Other duties as assigned.

Special knowledge, Skills, Licenses, Certifications:

- Knowledge and understanding of accounting theories and practices.
- Two year accounting degree with 3-5 years experience.
- Strong organizational skills and detail to accuracy.
- Excellent communication and interpersonal skills.
- Excellent problem-solving and decision-making skills.
- Ability to handle multiple tasks simultaneously and meet deadlines.
- Strong customer service focus.
- Proficiency with personal computer, including Microsoft Office.



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Physical requirements:

- Ability to lift at least 50 pounds
- Must be able to sit, stand, climb, and move about the facility

Hy-Line International provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Hy-Line International complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.