

Hy-Line International

JOB TITLE: Accounting Specialist LOCATION: Hy-Line International

INCUMBENT: Single DEPT: Finance

REPORTS TO: Finance Manager STATUS: Exempt

Created: April 2025 Revision Date(s):

**Statement of Purpose:** Hy-Line International is seeking a detail-oriented and motivated **Accounting Specialist** to join our finance team. This position plays a key role in maintaining accurate financial records, preparing journal entries, managing expense reports, and assisting with month-end close processes. The ideal candidate will bring hands-on experience with **Microsoft Dynamics 365 Business Central**, demonstrating strong analytical skills and a proactive approach to continuous improvement in accounting processes.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES

* Process vendor invoices by coding, matching with purchase orders, and entering into the company’s accounts payable system
* Ensure timely invoice processing to maximize vendor discounts and avoid late fees
* Responsible for setting up new vendors, updating vendor information, and obtaining necessary documentation such as W-9 forms and bank account details to ensure accurate and timely processing of payments
* Track utility invoices and payments
* Process weekly ACH and check payments
* Review and balance monthly vendor statements and follow up on discrepancies or missing invoices
* Match and file packing slips and enter purchase orders
* Maintain organized and accurate records for the Accounts Payable and Finance department
* Maintain reconciliation of third-party vendor items ordered, delivered, invoiced, and paid
* Reconcile third-party expenses to be invoiced and prepare cooperator statements
* Accurately track contractor hours and ensure timely submission.
* Enter Capital Expenditure projects into the accounts payable system and reconcile
* Prepare and post journal entries, account reconciliations, and support monthly close
* Assist in preparing internal reports and audits
* Work collaboratively with internal teams to support efficient and accurate invoice processing
* Support other finance functions as needed
* Other duties as assigned by Finance Manager

COMPETENCY and KNOWLEDGE REQUIREMENTS

* Associate’s degree in accounting or equivalent experience in accounting
* 3–5 years of accounting experience
* Strong understanding of GAAP and financial reporting principles
* Advanced Excel skills (pivot tables, VLOOKUP, etc.)
* Strong attention to detail and organizational skills
* Ability to prioritize and manage multiple deadlines effectively
* Excellent communication, note taker, interpersonal, and customer service skills
* Demonstrates the ability to collaborate effectively within a small team environment
* Demonstrates a strong commitment to maintaining the confidentiality of sensitive financial information, ensuring all data is handled with discretion and shared only within authorized personnel in the finance department or company