



Title of Position
Staff Accountant

Team/Department
Corporate

Reports To
Business Operations Manager

Staff Accountant

H2E solves problems and does the right thing for industrial clients and team members. The result is world-class electrical engineering, process, and designs. We work with Mining, Light Metals, Hydro Electric, Cement, Aggregates, Water/Wastewater, Utilities, Food Processing, Manufacturing, and Wood Products clients in the US and other countries.

About Your Work:

At H2E the Staff Accountant is responsible for various accounting and financial tasks including invoicing, payroll processing, and accounting. This position reports to the Business Operations Manager (BOM) while also taking direction from the Financial Controller.

Responsibilities

Key duties and responsibilities include, but are not limited to:

Invoicing

- Generate invoices multiple times per month
- Organize and distribute invoices to clients
- Monthly invoice reconciliation

Payroll

- Semi-monthly processing, to include wage and benefit adjustments and direct deposits
- Remit payroll taxes, garnishments, and 401k contributions
- Calculate, process, and pay quarterly payroll taxes
- Process and distribute W-2s

Accounting

- Post accounts receivable payments and follow up on past due accounts
- Process accounts payable invoices and perform weekly check runs
- Review benefit reconciliations
- Weekly expense reimbursement processing
- Monthly B&O tax preparation and filing
- Process and distribute 1099s
- Maintain client and vendor records in ERP system
- Assist with various other tasks and projects as needed



Staff Accountant

Qualifications

- Associates Degree or equivalent from a two-year college or technical school
- 4 years financial accounting experience
- A combination of education and experience will be considered
- Working knowledge of accounting principles, process, and procedures

Requirements

- Ability to effectively work within a collaborative and professional team
- Experience with Microsoft Office software suite
- Knowledge of ERPs (Deltek Vision preferred)
- Effective oral and written communications
- Ability to hear/process feedback and improve

What H2E Offers

- Competitive Wages
- Health/Dental/Vision Benefits
- 401k/Profit Sharing
- Flexible Hours
- Holiday, Sick, and Vacation Time
- Opportunity for Advancement
- Amazing Team Environment

How to Apply

Please review the position posting and respond with cover letter and resume.
Apply via E-mail to recruiting1@H2Einc.com.