Job Description

Accountant

POSITION  Accountant
EMPLOYMENT TYPE  Full time based in Detroit
WAGE TYPE  Salary

ABOUT US  The Industrial Sewing and Innovation Center (ISAIC) is a Detroit-based national institute of excellence for the sewn trades. We drive innovation, profitability, and sustainability in supply chains while creating jobs that provide dignity and opportunity for all. We envision a manufacturing workplace that defies outdated models by providing people centric environments, ongoing learning, equity in growth and a commitment to ethical practices. Using flexible and transformative approaches to training and career advancement, we combine traditional skills with those required for emerging technologies.

ABOUT THE POSITION  This is a full-time position reporting to the company Controller. Candidate will report to the office with the opportunity to work from home no more than 1 day a week. This is a high growth opportunity with a young start-up. Candidates must be a quick learner and a team player

DUTIES AND RESPONSIBILITIES

• Monitor AP inbox via Microsoft 365 and enter AP into QuickBooks daily.
• Ensure all accounting entries are in compliance with appropriate GAAP standards and regulatory requirements as well as ISAIC accounting policies.
• Add Vendors and Customers to QB, collect W9 from vendors.
• Keep files organized for all vendors and customers to meet office compliance requirements.
• Perform filing and other administrative tasks as required to ensure accounting files are in compliance with GAAP and ISAIC accounting policies.
• Support internal and external audits are required.
• Support the production of desktop procedures and workflow documentation.
• Support Month End close by preparing recurring journal entries.
• Complete Bank Reconciliation each month.
• Perform account reconciliation on balance sheet accounts.
• Maintain accounting schedules of assets and liabilities.
• Deliver AP dashboard weekly to support payment processing.
• Coordinate with budget owners and provide monthly reporting.
• Coordinate with the Controller to report on monthly financials.
• Other duties as assigned.

SKILLS AND REQUIREMENTS

• Bachelor’s degree in Accounting, Finance, or related field preferred.
• 3-5 years relevant experience working in accounting and bookkeeping
• Thorough knowledge and understanding of GAAP
• Excellent verbal and written communication skills
• Proficient skills in QuickBooks and Microsoft Excel
• Experience with accounts payable, accounts receivable, payroll, and general ledger
• High degree of accuracy and attention to detail
• Skilled at software systems and understanding how ERP systems operate
• Highly analytical
• CPA is a plus
COMPETENCIES

- Ability to handle
  - Multiple tasks
  - Diverse groups of people
  - Government agencies
  - Foundations
  - Dynamic structure and work environment
- Team builder
- Problem solver
- Big picture thinker
- Committed to social and environmental justice

RELATIONSHIPS

- Reports to: Controller
- Co-colleagues: Production Manager, Production Supervisor, Chief of Strategy and Development, Marketing and Communications, Fellow(s)
- External Partnerships, Customers, Suppliers

PHYSICAL REQUIREMENTS

- Stand/walk and be able to sustain good mobility for the duration of the shift.
- Frequent and consistent use of hands and wrist for computer usage

COMPENSATION AND BENEFITS

Compensation: $55,000 based on level of relevant experience + annual incentive

Benefits: We offer a competitive benefits package including 10 paid holidays, paid time off, 100% covered medical, dental, and vision insurance (for employee not dependents). In addition, employees have the option to contribute to and/or purchase from a suite of additional benefits including 401k program.

ISAIC welcomes, supports and thrives on differences and how they benefit our employees, our services, and the communities operate within. We are proud to be an equal opportunity workplace and are an affirmative action employer.

Learn more about the ISAIC at www.isaic.org