



Accounting/HR Manager

Guier Fence Co. - Blue Springs, MO

Email careers@guierfence.com with your resume

Stop by our office at 2501B NW Jefferson St, Blue Springs, MO 64015

Visit www.guierfence.com/careers or call 816-229-2047 for more information

OUR COMPANY

We are a family-owned fence company, started in 1979, looking for motivated professionals to join our team and help us continue to be one of Kansas City's largest and best fence companies. We specialize in custom fences with the **best** customer service available. We install wood, chain link, vinyl, aluminum, steel, and automated gate operators. We service residential and commercial projects with new construction, tear-out / replacement, and repair services. We are expanding our operations and need you to help us continue to grow. We value our employees. We offer training, competitive wages, health insurance with dental, vision, and life available. We offer paid holidays, vacation, and a retirement plan with company matching contributions. We work year round, weather dependent.

JOB DESCRIPTION AND REQUIREMENTS

You will primarily be responsible for our accounting operations and benefits coordination. You will have some additional Human Resources responsibilities. You will have one direct report focused on accounts payable and will need to work with other managers and employees to fulfill your job responsibilities. You must have excellent communication, organization, interpersonal and problem solving skills. Experience with job costing is required. You will be responsible for the following:

Accounts Receivable

- Weekly meetings with department manager for A/R review and Collections
- Customer invoice review (prepared by staff)
- Collections
 - Internal Collections Procedures and External Collections through company attorney
 - Working with department heads for collection of past due accounts and bad checks
 - Filing mechanics liens when necessary
- Monthly/weekly reports
- Cost Analysis

Overseeing accounts payable.

Payroll

- Time cards (print and check timecard software). Have department heads clear any missing punches on sheets.
- Final hours and salaried employees input into system
- Weekly, Monthly, Quarterly and yearly payroll returns
 - FICA & Federal Withholding
 - FUTA
 - SUTA
 - Workman's Comp
 - State Withholding
 - ETC

Financial Statement Preparation

- Monthly Returns
 - Detailed analysis of statement provided to department heads
 - All journal entries and general ledger accounts/additions

Checking staff general ledger batches daily for errors; inventory adjustments; depreciation adjustments; year-end return and adjustments; fixed asset tracking; establishing/maintaining business licenses in cities/states.

Banking accounts and procedures including: working with financial institutions to maintain accounts and completing monthly bank reconciliation.

Taxes

- Yearly Corporate return (actual return prepared by CPA firm)
- Supplemental and form backup prepared by accountant
- Payroll Taxes (see above)
- Sales and Use taxes for BOTH Missouri and Kansas.
- Meeting with auditors as needed

401K

- Assisting with 401K administration including: coordinating with external representative; understanding policy; assisting employee signup.

Insurance

- Assisting with negotiating and administering company insurance including: workers compensation, business liability, umbrella, employee health insurance, and other insurance needs as necessary.

This is a salaried exempt position with salary being based on experience and education. Position is based in our office in Blue Springs, MO with no regular travel expectations. You should be familiar with SAGE 100 accounting software or be able to learn quickly. You must be eligible to work in the U.S., pass a drug test, pass our background check, and be able to work under strict guidelines. Spanish language proficiency is a plus. Associate or bachelor degree is a plus. Construction background preferred. Experience with the responsibilities listed above is required.

Guier Fence is an equal opportunity employer. Applicants for employment are considered for all positions without regard to race, color, religion, gender, national origin, age, disability or genetics, martial or veteran status.

TRAINING

This position requires experience and familiarity with responsibilities listed in the Job Description and Requirements section. Training in company procedures and policies will be provided.

ATTITUDE

Teamwork is an essential part of this job and our company culture. We all work very hard in our positions and help each other to accomplish tasks each and every day. We work to improve efficiency with each new project. Your skill set, unique experience, and ideas are crucial to the success of our company. We welcome new ideas and appreciate the type of individual that is open-minded about learning our processes and truly cares about the company as a whole.