



## **Job Description: Accounting Assistant**

Date completed: Jan. 30, 2015

Work Location: Shelby, OH 44875

Title: Accounting Assistant

Department: Accounting

Exempt Status: N

Position Status: FT

### **Company Conformance Statements**

In the performance of their respective tasks and duties all employees are expected to conform to the following:

Perform quality work within deadlines with or without direct supervision.

Interact professionally with other employees, customers and suppliers.

Work effectively as a team contributor on all assignments.

Work independently while understanding the necessity for communicating and coordinating work efforts with other employees and organizations.

### **Position purpose**

Take care of all components of accounts receivable and payable, payroll, and costing.

Analyze financial information and prepare financial reports to determine or maintain record of assets, liabilities, profit and loss, tax liability, or other financial activities within an organization.

### **Responsibilities/Duties/Functions/Tasks**

#### **Tasks**

- Prepare, examine, or analyze accounting records, financial statements, or other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards.
- Report to management regarding the finances of establishment.
- Establish tables of accounts and assign entries to proper accounts.
- Develop, implement, modify, and document recordkeeping and accounting systems, making use of current computer technology.
- Compute taxes owed and prepare tax returns, ensuring compliance with payment, reporting or other tax requirements.
- Maintain or examine the records of government agencies.

Date: January 2015



- Advise clients in areas such as compensation, employee health care benefits, the design of accounting or data processing systems, or long-range tax or estate plans.
- Develop, maintain, and analyze budgets, preparing periodic reports that compare budgeted costs to actual costs.
- Provide internal and external auditing services for businesses or individuals.
- Analyze business operations, trends, costs, revenues, financial commitments, and obligations, to project future revenues and expenses or to provide advice.

**Qualification Requirements:** Bachelor's Degree in Accounting or Associates with 3 or more years of experience.

### Preferences

### Attributes & Characteristics

- Superior analytical, quantitative, leadership, interpersonal, and written/verbal communication skills
- Keen attention to detail and an innovative mindset
- Proven ability to multi-task and meet deadlines in a fast-paced environment
- Demonstrates a sense of urgency to meet business demands
- Able to work autonomously the majority of the time with little to no oversight

### Work Requirements and Abilities/Skills

- **Knowledge** – economics and accounting, mathematics, English language, administrative and clerical procedures and systems knowledge, computers and electronics, administration and management principles, Laws governing accounting.
- **Skills** – Active listening, problem solving, reading comprehension, writing, critical thinking, speaking, and making judgments and decisions including complex problem solving, and good time management skills.
- **Abilities** - Mathematical reasoning, oral and written comprehension, deductive reasoning, effective communication of information and ideas in speaking with others.
- **Other** – Must be able to organize, plan and prioritize work, analyze data and information, communicate with supervisors, peers and subordinates, maintain interpersonal relationships, must exact or accurate.



**This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee.**

Employee acknowledgement \_\_\_\_\_

Date \_\_\_\_\_

Management acknowledgement \_\_\_\_\_

Date \_\_\_\_\_



## **Job Description: Computer User Support Specialist**

Date completed: Jan. 23, 2015

Work Location: Shelby, OH 44875

Title: Computer User Support Specialist

Department: IT

Exempt Status: N

Position Status: FT

### **Company Conformance Statements**

In the performance of their respective tasks and duties all employees are expected to conform to the following:

Perform quality work within deadlines with or without direct supervision.

Interact professionally with other employees, customers and suppliers.

Work effectively as a team contributor on all assignments.

Work independently while understanding the necessity for communicating and coordinating work efforts with other employees and organizations.

### **Position purpose**

Provide technical assistance to computer users. Answer questions or resolve computer problems for clients in person, or via telephone or electronically. May provide assistance concerning the use of computer hardware and software, including printing, installation, word processing, electronic mail, and operating systems. Practical knowledge and application of engineering science and technology.

### **Responsibilities/Duties/Functions/Tasks**

Involved in providing day-to-day support as needed including problem resolution, metrics reporting, documentation, project assistance and various other activities including attending and participating in various meetings as part of the team. Responsibilities include:

- Participating in system administration and operational support
- Troubleshooting and/or interacting with IT staff or vendors in testing, operational support and troubleshooting of complex system hardware and/or software problems
- Utilize monitoring tools and assist in alerting appropriate areas to take action as needed
- Ensure overall operational system availability

Date: January 2015



- Install, configure and troubleshoot desktop systems, applications, label printers, barcode scanning equipment

### **Qualifications**

**Qualification Requirements:** Bachelor's Degree in Computer Science and 1-3 years' experience or 5-10 years' experience with continuing education (Microsoft certifications, CCNA, Linux, VMWare, etc.)

### **Special Position Requirements**

#### **Technologies accessed as part of the position:**

- VMWare Server Virtualization
- Linux command line
- Zebra Label Printers
- Motorola Mobile/Handheld Barcode scanning computers
- HP Layer 3 network switches
- Dell Sonicwall Firewalls
- Mitel PBX Phone systems
- Video Conferencing
- VPN setup and troubleshooting

### **Preferences**

#### **Preferred skills:**

- Provide tier II/tier III support for projects and system issues
- Procure new equipment and manage vendor relations
- Develop/design enterprise-wide voice and video systems
- Monitor and enhance site-to-site WAN connectivity solutions

### **Attributes & Characteristics**

- Superior analytical, quantitative, leadership, interpersonal, and written/verbal communication skills
- Keen attention to detail and an innovative mindset
- Proven ability to multi-task and meet deadlines in a fast-paced environment
- Demonstrates a sense of urgency to meet business demands
- Able to work autonomously the majority of the time with little to no oversight



**Work Requirements and Abilities/Skills**

**Analyzing Data or Information** — Identifying the underlying principles, reasons, or facts of information by breaking down information or data into separate parts. Time management, Critical Thinking and Active Listening.

**Organizing, Planning, and Prioritizing Work** — Developing specific goals and plans to prioritize, organize, and accomplish your work.

**Making Decisions and Solving Problems** — Analyzing information and evaluating results to choose the best solution and solve problems. Deductive Reasoning, Problem sensitivity, Oral and written comprehension.

**Establishing and Maintaining Interpersonal Relationships** — Developing constructive and cooperative working relationships with others, and maintaining them over time.

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Employee acknowledgement \_\_\_\_\_

Date \_\_\_\_\_

Management acknowledgement \_\_\_\_\_

Date \_\_\_\_\_



## **Job Description: HR Generalist**

Date completed: August 2014

Work Location: Shelby, OH

Title: HR Generalist

Department: Human Resources

Non-Exempt Status

Position Status: FT

### **Company Conformance Statements**

In the performance of their respective tasks and duties all employees are expected to conform to the following:

Perform quality work within deadlines with or without direct supervision.

Interact professionally with other employees

Work effectively as a team contributor on all assignments.

Work independently while understanding the necessity for communicating and coordinating work efforts with other employees and organizations.

### **Position Purpose**

Under the direction of HR Director, performs activities in the human resource area including compliance of critical HR compliance regulations, employee data management to support HR Recruiting Specialist and HR Director.

### **Responsibilities/Duties/Functions/Tasks**

#### **Employee Development/Training**

- Assist HR Recruiting Specialist with recruiting, training, and retention of employees for operations
- Complete employment documentation & verifications, wage garnishments, unemployment, benefit packages supplied by R.S. Hanline
- Maintain employee medical files, performance review process, job descriptions, worker compensation files, additional audited regulatory files.
- Prepare reports, such as organization and flow charts, career path reports, to summarize job analysis and evaluation and compensation analysis information for HR Director.
- Administrative implementation employee development plans and programs to support organizational needs put in place by Director. A combination of disciplines, such as talent management, technical or nontechnical training, or e-learning
- Administration Monitors employee development and training programs, consults on needs and results, develops new programs and modifies existing programs at the direction of Director.

Date: July 2014



### **Policy Duties**

- Interpret and maintain human resources policies, procedures, laws, standards, or regulations as instructed by Director.
- Maintain current knowledge of Equal Employment Opportunity and affirmative action guidelines and laws, such as the Americans with Disabilities Act, FMLA, I-9 Compliance, Workers Compensation
- Has assisting responsibility for implementing all human resource policies and programs

### **Human Resources Information Systems (HRIS)**

- Work with HR Recruiting Specialist in maintain employment records related to events such as hiring, termination leaves, transfers, or promotions, using human resources management system software.
- Maintains information systems in support of human resource administration and projects
- Monitors HR information needs in the existing systems to meet changing requirements

### **Health and Safety**

- Assist in the assurance of compliance with government safety and health laws, standards and regulations, and industrial hygiene
- Assist in the compliance of the investigation of accidents with direction for Director & HR Recruiting Specialist
- Maintains Worker Compensation program set forth by HR Director.

### **Qualifications**

Requires a college or university degree or the equivalent work experience that provides knowledge and exposure to fundamental theories, principles and concepts.

Experience with HRS, Micro Soft Professional Software

### **Preferences**

Plus would be bi-lingual Spanish- English

### **Work Requirements**

- Works 20% on manufacturing floor and 80% in Office.
- Requires knowledge and experience in own discipline; still acquiring higher level knowledge and skills
- Builds knowledge of the organization, processes
- Solves a range of straightforward problems
- Analyzes possible solutions using standard procedures
- Receives a moderate level of guidance and direction

**This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee.**





Employee acknowledgement \_\_\_\_\_

Date \_\_\_\_\_

Management acknowledgement \_\_\_\_\_

Date \_\_\_\_\_