

**Job Title: Staff Accountant/HR**

---

**Position Description:**

Campbell Grinder Company, a premier grinding machine manufacturer, is seeking a Staff Accountant/HR employee for an immediate, permanent, full-time position. The candidate will be responsible for AP, AR, Payroll, and HR duties. The candidate will be compliant with Generally Accepted Accounting Principles (GAAP), have excellent communication, organizational, and analytical skills.

**Essential Job Duties and Responsibilities:**

- Process bi-weekly payroll
- Administer and coordinate day-to-day processing of benefits including new employees, changes, terminations, and keeping all tracking and records up-to-date
- Interpret, assist, and advise employees and managers regarding HR procedures and policies
- Coordinate open enrollment and act as liaison with benefit providers
- Conduct orientation for new employees and process enrollment forms
- Prepare and distribute written and verbal information to inform employees of programs, changes, and events
- Retain proper and accurate HR files on all employees; organize and maintain HR records, ensuring complete accuracy and confidentiality
- Complete various filing duties for HR and Finance
- Accounts Payable and Accounts Receivable
- Month end accounting activities, including balance sheet and bank reconciliations and journal entries
- Cash and banking management
- Meeting processing and reporting deadlines
- Answering telephone, greeting visitors, ordering, and stocking office supplies
- Organize travel arrangements as needed
- Assisting the Controller as needed

**Knowledge & Necessary Skills Required:**

- Knowledge of ADP preferred but not required
- Knowledge of Epicor ERP preferred but not required
- Excellent communication skills, both written and verbal
- Must be ambitious and think outside the box
- Positive attitude and a team player
- Good problem-solving and time management skills
- Highly organized and detail-oriented
- Self-starter

**Education & Qualifications Required:**

- Associate degree in Accounting or Finance required, Bachelor's preferred
- Prior Accounting experience preferred



**Company Benefits:**

- Company Matched 401(k)
- Health, Life, Dental and Vision Insurance
- Life & AD&D Insurance
- Flexible Spending Account
- PTO Time
- Bonus Program
- Wellness Reimbursement

