



Accounting Specialist

Become an Accounting Specialist for SLM Solutions NA, Inc., where you will work in the exciting and growing field of additive manufacturing. We are looking for candidates to work from our North American office in Wixom, Michigan.

COMPANY DESCRIPTION:

SLM Solutions is a leading provider of metal based additive manufacturing technology, commonly referred to as 3D printing, utilizing selective laser melting and powder bed fusion technology. Our 3D printers are designed to produce parts directly from a variety of metal powders. The customers for our metal based additive manufacturing systems come from various industries such as aerospace, energy, healthcare, and automotive. Headquartered in Lübeck Germany, SLM Solutions Group has approximately 350 employees worldwide.

POSITION DESCRIPTION:

The position consists of collecting and analyzing financial information and preparing financial reports to maintain a record of assets, liabilities, profit and loss, tax liability, as well as processing accounts payable, accounts receivable, and other financial activities within the organization.

TASKS:

- Ensure compliance with sales tax reporting and payments using Avalara sales tax software;
- Check figures, postings, and documents for correct entry, mathematical accuracy, and proper codes;
- Classify, record, and summarize numerical and financial data to compile and keep financial records;
- Review and code reimbursable expenses according to company procedures utilizing Tallie expense reporting website;
- Pay bills by check, wire transfer or through bill.com payment website;
- Generate customer invoices aligned with payment terms;
- Compile monthly financial, accounting or auditing reports and tables pertaining to such matters as cash receipts, expenditures, accounts payable and receivable, and profits and losses;
- Comply with federal, state, and company policies, procedures, and regulations;
- Use QuickBooks software to record, store, and analyze information;
- Receive and record cash receipts and prepare bank deposits;
- Reconcile accounts;
- File and retrieve corporate documents, records, and reports;
- Perform customer follow up for payment of past due accounts receivables;
- Work with external auditors and prepare requested materials;
- Prepare reports, memos, letters, and other documents, using word processing, spreadsheet, database, or presentation software.



QUALIFICATIONS AND REQUIREMENTS:

- Bachelor degree or equivalent experience;
- Must be authorized to work in the United States;
- Strong computer skills;
- Proficient with Microsoft Office;
- Experience with QuickBooks software;
- Good communication skills.

COMPETENCIES:

- **Integrity** — Job requires being honest and ethical;
- **Attention to Detail** — Job requires being careful about detail and thorough in completing work tasks;
- **Dependability** — Job requires being reliable, responsible, and dependable, and fulfilling obligations;
- **Cooperation** — Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude, ability to give full attention to what other people are saying, and to actively look for ways to help people;
- **Analytical Thinking** — Job requires analyzing information and using logic to address work-related issues and problems, ability to use logic and reason to identify the strengths and weaknesses of alternative solutions.

OUR COMPREHENSIVE BENEFITS PACKAGE INCLUDES:

- Competitive Compensation - the starting salary for this position will be commensurate with qualifications and experience;
- Medical, Dental, Vision Insurance;
- Short Term Disability Insurance;
- 401K with Company Match.

TO APPLY: Send your resume to careers@slm-solutions.us

NO RELOCATION ASSISTANCE AVAILABLE.

SLM Solutions NA, Inc. IS AN EQUAL OPPORTUNITY EMPLOYER.