



DESIGN | BUILD | BEYOND

At Willmar Electric Service, we are People Making a Difference for People.

We are looking for people who are approachable and value structure and punctuality. Who follows the "Golden Rule" and is looking for an employer who will recognize the value you bring to the company as a person, not just a number.

We are a design-build Electrical Contractor seeking an **Accounting Manager** who will proficiently direct the accounting staff, audits and monitors the company's financial operations.

Willmar Electric Service is a 4th Generation Family Owned Company that started electrical installation in 1920.

Willmar Electric Service is accepting applications for an Accounting Manager in Willmar, MN or Lincoln, NE.

Salary: \$68,000 - \$78,000 (depending upon experience)

Job Summary:

This position directs accounting staff, audits and monitors the company's financial operations.

Specific Critical Behaviors to the Success of Position:

1. Proficient in auditing and compliance to ensure meeting the company's financial operations.
2. Timeliness and promptness with attendance and assignments.
3. Show initiative to continue learning and develop skills.
4. Uphold Willmar Electric Service's policies and procedures to meet company standards.

Essential Functions:

- Oversee the day to day operations of the accounting department: including financial reporting, auditing, purchasing, accounts payable, accounts receivable and payroll.
- Oversee supervision of senior accounting staff.
- Provide ongoing support and training of the accounting department.
- Monitor the financial operations of the company – ensuring compliance with the budget.
- Assist with the recommendation of company financial policies/procedures, planning and procurement.
- Prepare and complete internal financial statements.
- Responsible for maintaining the general ledger including but not limited to journal entries, account reconciliations and compliance with the chart of accounts.
- Coordinate information with external auditors for the annual audit/review.
- Responsible for local, state and federal government reporting requirements and tax filings.
- Responsible for cash management and ensuring accounts payable is paid in a timely manner.
- Responsible for collection – maintaining a strong internal control for payment collections and safeguarding against loss.
- Responsible for processing of the weekly payroll checks.
- Assist and file all quarterly and annual tax withholding and unemployment reports with any state that require them.
- Understand and use sales/tax determination for purchasing and accounts payable.
- Understand labor regulations and prevailing wage.
- Assist with mail, telephone, walk-in customers, salespeople, type correspondence and other office maintenance duties.
- Demonstrate the ability to adapt to changing priorities or demands, including performing other duties for your supervisor, as assigned.

Minimum Qualifications:

- Bachelor of Science in Accounting or Finance or equivalent 5 years of experience.
- Ability to effectively lead and manage people.
- Must know computer programs: accounting software (and applicable applications), Microsoft Word, Excel and Outlook.
- Ability to communicate effectively (to meet the standard of the supervisor) in written and verbal arenas.
- Understand multi-state tax codes, tax reporting, tax laws, and accounting procedures.

Preferred Qualifications:

- Knowledge and understanding of the construction industry.

Environment:

- Light physical activity is required.
- Occasional lifting of objects up to 15 pounds.
- Office environment setting.
- Follow safe work practices and policies.
- Represent Willmar Electric Service's values.
- Job is based on 40 hours a week.
- The dress is business casual.
- Work is sedentary, involving sitting the majority of the time during a shift.
- Will need to be able to maintain Willmar Electric Service continuing education requirements, as outlined in the Employee Handbook.
- Minimal overnight travel may be required. (Approximately 5-10%)

Benefits:

Here at Willmar Electric Service, we offer over 30 different benefits for our team members.

Paid Time Off

- Paid Vacation/Sick Time
- Paid Holidays
- Paid Jury Duty
- Paid Bereavement Leave

Health and Wellness

- Adoption Benefit
- YMCA/Gym Benefit
- Health/Wellness Programs

Financial Security

- Identity Theft Protection
- Generous 401K with Match
- Profit-Sharing
- Flex/Dependent Care
- Short Term Disability and Accident Insurance
- Life Insurance
- Medical Bridge Insurance

Education

- Continuing Education

Helping the Community

- PTO Bonus for Volunteering
- Financial Support for Community Events
- Monthly Charity Donations

Insurance offerings

- Health Insurance
- Health Savings Account
- Dental Insurance
- Vision Insurance

Educational Scholarships

- K-12 Christian Education
- Dependent Continuing Education
- ABC Continuing Education
- Ridge water College
- Local High School

If you feel that this job fits you, we would love to meet you. Please fill out the application at <https://willmarelectric.com/careers/>

Applicants are subject to a background check. EEO
For questions contact, Jill Baker at 320-262-5410.