



Staff Accountant

Department: Accounting – MEI Mankato

Reports to: Controller

Description/Responsibilities:

This position is responsible for the following:

- Reconciliation and posting of daily/monthly cash accounting
- Preparation and distribution of invoicing and required customer documents
- Preparation and input of journal entries into General Ledger
- General ledger account analysis and reconciliations
- Accounts Payable activities, including Expense Management
- Collection related activities for Construction Division
- Divisional accounting duties as assigned
- Assisting in physical inventories

Qualifications:

We are looking for an experienced professional with the following background:

- Bachelor's degree in Accounting or related field
- 0-3 yrs. Corporate accounting experience;
- Integrated accounting/manufacturing software experience;
- Detail oriented, organized, and possess solid verbal and written communication skills
- Experience with Microsoft Office products (Excel, Word, Outlook)
- Unshakeable integrity;
- Resourceful, problem-solver, able to prioritize and multitask;
- Able to communicate effectively with great people skills & a sense of humor
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Additional Information:

We offer a competitive compensation and benefits package including health, dental and vision insurance, disability insurance, life insurance, 401K, and vacation days. If you would like an excellent job opportunity with a solid and flexible organization; please submit your resume today.

Please send resume, salary requirements and the MEI Application to MEI Human Resources.

“Working Together to be the Best.”

www.meielevatorsolutions.com

MEI- Total Elevator Solutions
19336 607th Avenue
Mankato, MN 56001

MEI Application:
Call: 507-245-3060 to receive the application
Or
Download the MEI Application via the Career
Opportunities webpage

About MEI:

Founded in 1971, MEI is located in Mankato, MN and employs approximately 280 employees throughout Minnesota, Wisconsin, Kansas City, Philadelphia, Detroit, and Colorado. MEI specializes in manufacturing, installation, repair, modernization and servicing of various types of elevators. Equipment manufactured by MEI is found in every U.S. state as well as several foreign countries. In addition, MEI installs, modernizes and services equipment within a seven-state area of Minnesota, Wisconsin, North Dakota, South Dakota, Iowa, Kansas and Missouri. We have offices and manufacturing plants are located throughout Minnesota, Wisconsin, Kansas, Illinois and Pennsylvania. MEI is licensed, insured and bonded elevator contractor and a member of the National Association of Elevator Contractors. Our equipment meets the requirements of the ASME A17.1 code / CSA B44. MEI is an EEO/AA Employer.

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