

FABCON INTERNAL JOB POSTING

Fabcon has an immediate opening in the **Savage, MN** office for a Full-Time **General Ledger Accountant**.

This position is responsible for maintaining a current and accurate general ledger. This position is also responsible for maintaining accurate records of bank accounts and assisting with financial analysis. Some other responsibilities include but are not limited to:

- Producing monthly financial statements
- Create schedule for monthly close process, track the progress, and make monthly entries
- Assist in miscellaneous audit and tax season responsibilities
- Maintenance of fixed asset, self-funded insurance program, corporate credit card, prepaid expenses, and accruals (making appropriate entries related to these accounts)
- Reconciling bank statements in a timely manner
- Maintaining all bank records in an orderly fashion
- Production of periodic performance reports
- Assist in the analysis of key accounts
- Assist in the further development and implementation of new tools
- Assist with miscellaneous projects as needed

Skills and qualifications for this position should include:

- Two (2) year accounting degree plus three (3) or more years of general ledger/fixed asset experience
- Work independently and be self-motivated
- Comfortable with all Microsoft applications including Access
- Works well under pressure to meet deadlines
- Detail oriented and organized
- Ability to sit for long periods of time

If you are interested in the position, please submit a completed internal job application to **Crystal Pekarna** in Human Resources no later than **August 10, 2007**. Internal job applications can be found on the “G” drive in the HR-Employee folder in the Application folder. If you do not have access to a computer you can obtain a copy through your manager or Human Resources.

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