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DEPARTMENT: Accounting / Finance

REPORTS TO: Controller

1.0 POSITION SUMMARY:

Habco Industries is a key provider of tools, ground, and test support equipment that serves the Aerospace Industry; both fixed and rotary winged aircraft. Habco's customers range from the largest aerospace OEMs in the world to end-users of aircraft; across both commercial and military applications. Habco is a Lean focused organization that has a 50+ year history of quality & customer focus in the industry.

For the past 5 years, the company has grown significantly, expanding both the type and caliber of work it manufactures across a diversified portfolio of customers. The key to Habco's talent selection process is finding the right "fit" for its culture. In addition to its extremely fast-paced environment, Habco also has a complex business model with 3,000 – 5,000 items shipping annually across multiple value streams – each with its own make/buy decision.

The General Account will be responsible for the management and reporting of financial data to include preparing financial statements, examining and analyzing a company's accounts and ensuring compliance with financial reporting and other standard accounting procedures.

2.0 PRIMARY RESPONSIBILITIES / DUTIES:


- Maintaining financial reports, records, and general ledger accounts.
- Preparing journal entries, analyses, and account reconciliations and assisting with monthly close processes.
- Contributing to the development and review of annual operating budgets and performance projections.
- Invoicing, cash applications, AR reconciliations and cash collections
- Credit Card reconciliations
- Maintaining documentation for accounts payable, accounts receivable, fixed assets, purchasing, and treasury and conducting internal audits.
- Performing monthly balance sheet reconciliations.
- Meeting processing and reporting deadlines.
- Daily review of job costing details for accuracy
- Responding to information requests, reviewing financial statements, and assisting with audits.
- Ensuring compliance with GAAP.
- Other duties as may be assigned our required

3.0 MINIMUM QUALIFICATIONS:

(All qualified candidates MUST meet All of these Minimum Qualifications with No exceptions.)

Habco is an equal employment opportunity and affirmative action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or protected veteran status.

All candidates must be a U.S. Citizen or currently have a Green Card to be eligible to work in our ITAR environment.

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- Minimum 2 years of experience in the financial reporting/general ledger area.
- Must be PC proficient and able to thrive in a fast -pace setting; Microsoft Excel, Word, PowerPoint & ERP systems
- Working knowledge of GAAP
- Strong verbal and written communication skills.
- Strong math and analytical skills
- Highly organized and strong attention to detail skills
- Strong interpersonal, supervisory and customer service skills required.
- Ability to multi-task, work under pressure and meet deadlines required.
- Strong problem solving capability, to include identification, root cause analysis and recommended solutions.
- This position requires use of information which is subject to the International Traffic in Arms Regulations (ITAR). All accepted applications must be U.S. Persons as defined by ITAR (U.S. citizen, U.S. Permanent Resident, Political Asylee, or Refugee).

4.0 PREFERRED QUALIFICATIONS:

- BA/BS in Accounting or Finance
- 2+ years of accounting experience in an aerospace manufacturing environment
- Experience in use of Epicor ERP or related systems
- Ten key by touch required.
- Working knowledge of ISO-9001, AS9100



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