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## Accounting Administrator

### Role Summary

We have a full-time, on-site role for an Accounting Administrator located in Kenner, LA. The Accounting Administrator is a versatile, cross-functional team player in the accounting department supporting functions such as project accounting, monthly sales tax, client invoicing, processing credit applications, and maintaining accounting journals, ledgers, and other records detailing financial business transactions.

The Accounting Administrator role focuses on producing high-quality, detailed work based on established standards, guidelines, and procedures. To be successful in this position, precise, consistent work output is essential requiring patience and a willingness to handle and complete one task at a time.

The job environment is stable with well-defined processes. The job environment promotes steady, methodical work output so that job routines can be completed on time and error-free. Job knowledge and competency is built through structured step-by-step training and positive, supportive coaching from management and peers.

Communication with others is based on knowledge of repetitive job routines and procedures gained from sufficient on-the-job experience. Consistent, error-free work based on defined regulations and standards are key measures of job performance success. This position is designed to develop a valued technical expert, who, recognized and supported by management and a stable work environment, can deliver quality work consistently.

### Job Characteristics

- Steady, even pace to promote accuracy and quality of work; repetitive routines, requiring a complete set of procedures and tasks completed before moving to the next objective.
- Technical/analytical focus with the ability to work within established systems, standards, and procedures. Focused on development of job knowledge and expertise.
- Decision-making within clearly defined job scope based on defined policies and procedures supported by management.
- Collaborative approach in structured job environment with supportive communication amongst management and peers.
- Supportive leadership style focused on consistent, accurate, quality work output. Delegation to others when appropriate, using training, coaching and on the job experience.

### Job Skills/Experience

- Accounting Degree preferred
- Minimum 5 years of experience in accounts payable, project accounting & general accounting
- Highly Proficient in MS Office (Excel, Word, and Outlook)
- Dual entry bookkeeping experience
- Experience in modular accounting systems such as MS Business Central a plus

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### **Who we are**

Karl Senner, LLC is a provider of high-quality marine propulsion equipment to the maritime community with over 50 years in the industry and three generations of family ownership. Our premium products are backed by superior service, allowing our customers to optimize vessel performance, safety, and operating hours. We pride ourselves on being employee-focused and establishing long-term relationships with our clients. We provide a collaborative team environment with on-the-job training and opportunities for growth, and are committed to delivering excellence.

### **Why join us our team?**

We provide a generous compensation package to include significantly subsidized benefits, company-paid life insurance and disability, 401k with 6% matching, paid time off, annual holiday bonuses, raises, and production bonuses.