

Accounting & Benefits Coordinator

N.E.T. & Die, Inc., a growing business-to-business manufacturer located in Fulton, NY, is looking for an Accounting and Benefits Coordinator to work for their family owned manufacturing company which has been in business for over 50 years in Central New York! Check us out at www.netanddie.com, on facebook and Instagram.

We are looking for an individual whose sense of urgency and desire to succeed will help us improve our business through process improvement. Reliability and a great attitude will make you a vital part of a team.

Job Summary: At the direction of the President and Controller this position is responsible for coordination of the payroll process, accounts payable, general ledger, maintenance and benefits administration, including maintenance of human resource files, records, and information and administration of employee benefits and insurances. The position assists the Controller with financial monitoring and recording and performing related transactions and coordination of the annual audit. Varied bookkeeping and clerical work is required under minimum supervision.

The successful candidate will have the following skills;

- General accounting principles and practices
- Experience with computer applications for accounting and financial management
- Ability to analyze and interpret financial data and to present findings clearly
- Ability to establish and maintain relationships with all levels of organization as well as vendors
- Excellent skill in working with numbers and detail
- Excellent analytical and communication skills
- Excellent computer skills including Google Suite of products, specifically spreadsheet applications in a business environment
- Stay current with employment laws and regulations and communicate to President as needed
- Excellent organizational skills and attention to detail
- Ability to act with integrity, professionalism, and confidentiality

and be able to perform duties and responsibilities as listed below;

- Transactional entry for accounts payable and receivable
- Management payments for accounts payable
- Manages accounts receivable; verifies and resolves discrepancies in transactions when necessary
- Manage bank accounts, prepare and report to President and Controller
- Maintains financial historical records by filing accounting documents both manually and electronically
- Maintain labor allocation to jobs and resolve discrepancies as necessary
- Maintain PTO approval, record keeping and reporting for all employees
- Report employee time and attendance to payroll company

- Creating onboarding plans and educating newly hired employees on HR policies, internal procedures and regulations
- Participate in the recruiting and interview process for open positions
- Maintaining physical and digital files for employees and their documents, benefits and attendance records
- Review, Revise, and Develop policies and procedures, as necessary
- Instruct new employees on benefits enrollment and fulfillment procedures
- Assist employees with enrolling in medical, dental, and vision insurance plans
- Resolve employee issues with insurance providers and other benefits administrators
- Administer FMLA and Short Term and Long Term Disability benefits
- Maintain records and reporting regarding safety matters, including incident reports and Worker's Compensation
- Complete necessary paperwork for Unemployment Compensation claims
- Coordinate employee engagement activities
- Acquires background checks and employee eligibility verification
- Handles employment-related inquiries from applicants, employees, and supervisors, referring complex and/or sensitive matters to the appropriate staff
- Coordinate volunteer activities and perform related tasks
- Coordinate safety record keeping
- Performs other duties as assigned

You'll Need the following;

- Associates degree (in finance or accounting preferable) or equivalent
- Minimum of 5 years in an accounting role
- Minimum of 2 years in a benefits role

Why join N.E.T?

N.E.T. & Die offers a competitive salary and amazing benefits including four Excellus health plan choices, dental, vision, life, matching 401k and paid time off. We offer flexible hours and this position can be hybrid or on site. N.E.T. prides itself on its volunteer opportunities and fundraising and celebrates its employees with happy hours, food trucks, spot awards and holiday parties.

N.E.T. & Die offers a competitive salary and amazing benefits including four Excellus health plan choices, dental, vision, life, matching 401k and paid time off. We also offer flexible hours.

Applicants must follow the employment guidelines and will be willing to comply with any pre-employment requirements.

N.E.T & Die is committed to equal employment opportunities regardless of race, color, genetic information, creed, religion, sex, sexual orientation, gender identity, lawful alien status, national origin, age, marital status, or protected veteran status.