



Accounting & Administrative Assistant

Steiner Electric, a family-owned and oriented electrical contracting firm established in 1933, seeks to hire a full-time experienced Accounting & Administrative Assistant to support our growing team and company. Opportunities for growth are available for qualified and motivated candidates looking for a long-term career. The standard hours are Monday through Friday from 7:30am to 4:00pm at our office in West Bend.

POSITION REQUIREMENTS:

- Minimum of 2 years of experience in accounting and/or payroll processing.
- An associate degree in accounting is preferred but experience will also be considered in place of a degree.
- Human resource compliance and administrative experience is preferred, but not required.
- Operate with a high-level of confidentiality and trustworthiness.
- Advanced computer skills to include Microsoft Office (Word, Excel, Outlook, etc.) with the ability and desire to learn new programs as needed.
- Strong typing and accurate data entry skills.
- Excellent written and verbal communication skills.
- High level of organization and attention to detail.
- Critical thinking skills with strong analytical abilities.
- Ability to manage multiple tasks concurrently.
- Positive can-do attitude, excellent team player with a desire to learn. Know that we don't require you to know everything, we can teach if you have the willingness to learn.
- Electrical and/or construction industry experience is preferred but not required.
- Experience with Viewpoint Spectrum or Computer Ease software is desired.

RESPONSIBILITIES:

- Accounts payable processes including but not limited to entering invoices and preparing check runs.
- Process accounts receivable payments and manage customer collections.
- Generate customer billings accurately and on schedule.
- Prepare and submit weekly payroll processing.
- Support monthly credit card & bank reconciliation.
- Assist with the administration of employee benefits.
- Support human resources projects and management.
- Assist with setting up employee devices.
- Provide excellent customer service to internal/external customers.
- Provide administrative assistance to the leadership team as needed.

EXPECTED OUTCOMES:

- Timely response to customer and employee needs.
- Accurate payroll and accounting entries.
- High customer and field team member satisfaction.

PAY & BENEFITS:

Pay is based on your experience and ability with a range of \$24.00 - \$30.00 per hour. Our benefit package includes medical, dental, vision, a company-funded HSA, life insurance, short-term disability, elective long-term disability, paid time off/holidays plus a generous retirement plan with a 10% company-funded contribution.

Steiner Electric, Inc. is an equal opportunity employer and does not discriminate on the basis of race, ancestry, national origin, color, religion, gender, age, marital status, sexual orientation, disability, veteran status, or any other protected classification under the law. Because Steiner Electric, Inc. believes in providing a safe work environment, we conduct drug and background checks in our recruiting/hiring processes.