

Kaman Informational Job Posting

A Kaman Informational Job Posting provides information about a job opportunity in one of the Kaman Corporation companies. Any employee who meets the qualifications and is interested in this position should contact their local HR Representative for a Kaman Internal Application that must be completed and submitted for consideration purposes.

Position: Accounting Assistant AR Supv: Anna Nielsen
Classification: Non Exempt / Hourly Location: KAS – Jacksonville
Grade: 57

Summary: Works under the direction of the Accounting Manager and is responsible for a wide variety of transactional accounting activities.

Responsibilities: Processes accounting transactions for accounts payable, accounts receivable, timekeeping and payroll in an accurate and timely manner. Ensures accurate recording of transactions and compliance with applicable laws, agreements and company policies.

Analyzes weekly labor/payroll reports; investigates and resolves variances; inputs corrections. Audits corrections to ensure employees are paid properly and associated records are accurate. Verifies actual costs on various programs and submits progress billings where appropriate.

Determines whether vendor payment is prudent, based on facts and circumstances, in accordance with company policies and procedures. Obtains documents and authorizations required to release vendor payments, processes invoices after general ledger numbers are assigned to ensure the proper capture of costs. Enters necessary data accurately; prepares debit or credit memos as required.

Reviews purchase orders and distinguishes receivable and non-receivable invoices. Obtains documents and information required to apply customer receipts. Extract monthly aging report and reconcile total receivables to the general ledger. Maintains accurate reconciliation and analysis of balance sheet accounts associated with receivables.

Gathers and prepares historical and financial data and assists general accountants as assigned in preparation of journal entries, reconciliations of general ledger accounts, financial plans, projections and reports.

Performs variety of administrative duties including typing letters, memoranda, statistical and technical reports, ensuring a high degree of neatness and accuracy even when under severe time constraints. Assists management in the research and assembly of information to be used for reference, meetings, and presentations or matters of matters of a highly sensitive or confidential nature. Answers incoming calls using tact and discretion to handle calls independently whenever possible. Takes message and relays in an accurate and timely manner. Maintain good customer relations and be responsive to customer needs, issues and concerns.

Qualifications

Education – Equivalent to high school education plus additional specialized training.

Experience – 3 - 5 years related experience

Send completed Kaman Internal Application to Sherry Garvin, KAS HR Representative at Sherry.Garvin@Kaman.com or call (904) 485-1583 for additional information on the position. Relocation assistance will not be offered for this position. Concurrent consideration is given to qualified internal and external candidates.

POST: 5.20.2010

REMOVE: 6.01.2010