



MCKAY NURSERY COMPANY

Staff Accountant

Waterloo, WI

McKay Nursery Company is an employee-owned (ESOP) business located in Waterloo, Wisconsin. Since 1897, McKay has been growing quality plants for wholesale and retail customers throughout Wisconsin and the Midwest. We are a full service nursery and landscaping company providing custom innovative designs, landscape installation and maintenance. This hourly position is eligible for the annual company-wide bonus program and a fully company paid ESOP retirement program for those that qualify.

POSITION DESCRIPTION

We currently have a full time seasonal (mid-April through mid-October) position available in our finance department in Waterloo, WI. The accountant position is responsible for handling various disbursements, preparing journal entries, maintaining and reconciling ledger accounts, providing record of assets, liabilities and other financial transactions and performs accounts payable duties. The role includes balancing the books periodically and assisting with the preparation of profit and loss, income and balance sheet statements. The Staff Accountant may also assist in preparing federal, state reports and tax returns. This individual will report to the Vice President of Finance.

RESPONSIBILITIES

- Process shipping documents
- Daily deposits
- Order entry
- Reconcile GL accounts
- Take payment from customers over the phone
- Reconcile general and subsidiary bank accounts by gathering and balancing information.
- Provides financial status information by preparing special reports; completing special projects.
- Maintain accounting controls by following policies and procedures; complying with federal, state, and local financial legal requirements.
- Review, investigates, and reports errors and inconsistencies in financial entries, documents, and reports them to the Vice President of Finance.
- Updates job knowledge by participating in educational opportunities; reading professional publications.
- Accomplishes accounting and organization mission by completing related results as needed.

(more information on the next page)



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REQUIREMENTS

- Degree in accounting or equivalent experience.
- Minimum 2 years related experience and/or training.
- Strong attention to detail
- Demonstrable efficiency with Excel spreadsheets
- Working knowledge of other Microsoft office products
- Well-developed organizational and planning skills
- Excellent verbal and written communication skills
- Ability to be appropriately discrete and confidential with work information
- The ability to work effectively under minimal supervision.

BENEFITS

- If eligible, you will be an employee owner and involved in our profit sharing/bonus program
- Flexible work schedule
- An exciting, fast paced environment with a growing & nationally recognized nursery
- Veteran leadership with an open door policy
- A focus on making our employees the best they can be by comprehensive training and education programs
- Team approach to problem solving
- A rewarding workplace experience
- The possibility of working into a full time year round position

CONTACT

- Mike Strey | mstrey@mckaynursery.com