



## **Job Description – Accounting and Human Resource Specialist**

**Reports to:** Controller

**Location:** Cooperstown, ND (Preferred)

### **Overview:**

Be a part of a growing and family-owned company at Sheyenne Tooling & Mfg.!

Sheyenne Tooling & Manufacturing designs and manufactures a diverse range of Agricultural & Construction supporting products. In addition to selling and distributing our own products, Sheyenne Tooling & Mfg partners with other key manufacturers to support their manufacturing needs. We have an opening for an Accounting and Human Resource Specialist interested in leading projects within our organization to ensure employees and processes are working effectively. This will include the planning, coordinating, monitoring and completion of Microsoft Great Plains and Human Resource process improvement projects.

Build a career with Sheyenne Tooling & Mfg by working directly with business leadership and executing plans providing tangible and visual results. Along with being self-motivated and having a team mentality, Microsoft Great Plains experience is required. Human Resource experience is preferred.

### **General Duties:**

1. Drive results by establishing accountabilities, clarifying expectations, monitoring performance and providing relevant feedback.
2. Interface effectively with cross functional team members to ensure success
3. Gain in-depth knowledge of Sheyenne Tooling & Mfg's back office systems
4. Systematically approach the company's workflow to make it more effective, efficient and adaptable
5. Take calculated risks by making decisions and taking action, even in the absence of all information.

### **Position Requirements:**

1. Experience managing financial information
2. Microsoft Great Plains knowledge required
3. Microsoft Office knowledge required
4. Advanced Excel skillset
5. Analytical and strategic thinking
6. Excellent communication and collaboration skills

### **Preferred Skills/Background:**

1. Knowledge of manufacturing processes
2. Knowledge of human resource processes
3. Experience with an ERP system
4. Collaboration experience with SharePoint
5. 5+ years' experience preferred

### **Benefits of joining the Sheyenne Tooling & Mfg Team:**

1. Competitive Pay and Benefits
2. Collaborate with all levels of the organization
3. Family environment focused on teamwork and synergizing individual growth with business growth

Sheyenne Tooling & Mfg is an Equal Opportunity Employer. Sheyenne Tooling & Mfg does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and business need.

### **Contact:**

Please email your resume to [teggert@sheyennemfg.com](mailto:teggert@sheyennemfg.com) to apply for this exciting opportunity!