



# **HINO MOTORS MANUFACTURING U.S.A., INC.**

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37777 Interchange Dr. Farmington Hills, MI 48335

Tel: (248) 442-9077

Fax: (248) 442-9068

**Position: Sr. Specialist NAPS Detroit**

**Market Title: Cost Accountant**

## **Job Description**

Hino Motors Manufacturing U.S.A., Inc. the industrial truck division of Toyota, is seeking a Cost Accountant for its Headquarters-Detroit facility located in Farmington Hills, MI. Hino Motors offers a competitive wage and benefits package

### **Responsibilities Include:**

- Process account payable for raw material invoices - improved processes/reconcile statements working with suppliers to resolve
- Upload raw material PO's & ASN's into Great Plains - item price changes & manual entries if necessary
- Process journal entries as needed
- Reconcile and analyze general ledger accounts
- Support business planning and PL analysis
- Filing processed invoices
- Special projects as needed
- Assist other accounting staff as necessary
- Create written manuals for new processes as needed
- Assigned recurring journal entries and month end reports
- Reconcile SOA from parent company and process all invoices as well as providing payment schedule to Detroit team
- Log tracking HML purchases
- Weekly 1/C cash entries
- Vendor Maintenance
- Consistently trying to improve processes and use provided systems efficiently
- Training other employees as necessary
- Truck costing
- Parts Tracker- BOMs on BP base models
- Sales Report
- PL Analysis -Truck costing sections
- Business Plan support - Truck costing
- Process ACH payments for raw materials
- Process Warranty items and work closely with department to resolve issues

Hino Motors Manufacturing U.S.A., Inc. (HMMUSA) provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, HMMUSA complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities.



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### **Requirements:**

#### **EDUCATION**

- Bachelor's degree in Accounting or Finance

#### **EXPERIENCE**

- Minimum of 3 to 5 years of a general ledger, journal entry & month-end accounting
- 2 plus years of Cost Accounting in a Manufacturing Environment preferred

#### **SKILLS**

- Knowledge of accounting software packages
- Advanced Excel skills (strongly required)
- Strong written and verbal skills
- High level of attention to detail
- Ability to work independently under tight deadlines
- Develop working relationships with internal and external personnel
- Ability to multitask and prioritize
- Planning and organization skills
- Problem identification and analysis

#### **Other:**

- The position will travel approximately 15-20%
- Depending on situation, extended work hours may be required for urgent matters
- May have to lift up to 15 pounds
- Telecommuting is not allowed

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