American Center for Mobility
Job Description

Job title: Accounting Clerk

Location: Willow Run, Ypsilanti, MI

Reports to Proving Ground Operations Manager with matrixed support to outsourced corporate finance & accounting function

The American Center for Mobility (ACM) is a global development center for transforming the way industries advance safe, sustainable, and secure mobility technologies. ACM offers: an Advanced Mobility Proving Ground with test environments featuring specialized infrastructure, equipment, facilities and resources; An EV Charging testbed for testing EV charger performance; An innovation and technology campus with an industrial tech park for the co-location of mobility companies; Event and demonstration areas for showcasing mobility technologies and convening industry activities. The American Center for Mobility is open to private industry, start-ups, government, standards bodies, and academia.

Position:

Responsible for providing general accounting clerical support for operations of a global development center for safe, sustainable, and secure mobility including the operational aspects of the facilities, proving grounds and other mobility test environments. This position will support internal operations and the outsourced corporate finance & accounting function with accurate and timely information.

Responsibilities:

- Coordinate with other staff to maintain accurate, up-to-date, operating revenue forecasts
- Track and report operating revenue performance compared to corporate targets.
- Work with outsourced finance team to ensure timely and accurate invoicing, provide feedback to clients when requested to justify invoicing, work with sales and partners to ensure clients are properly setup to be invoiced and collect on aged receivables.
- Coordinate with ACM grant team and outsourced finance team for accurate and timely grant and other financial reporting requirements.
- Support the ACM grant team for grants and government contract reporting needs including actuals, forecasts and budgets.
- Support operations budget management and monthly variance analysis
- Coordinate with outsourced finance team for vendor purchase orders and payments for operations & maintenance.
- Manage customer portals for purchase orders and payments requests.
- Evaluating financial operations to recommend best-practices, identify issues and strategize solutions, and help organizations run efficiently
- Offering input on cost reduction, revenue enhancement, and profit maximization
- Conducting revenue forecasting and risk analysis assessments
- Support maintenance of accurate tracking of corporate physical assets
Skills and Qualifications:
- Bachelor’s Degree in Finance, Accounting or related field or relevant work experience.
- 3+ years’ experience in accounting role
- Accountant General Skills and Qualifications:
  - Accounting, Corporate Finance, Reporting Skills, Attention to Detail, Deadline-Oriented, Reporting Research Results, Confidentiality, Time Management, Data Entry Management, General Math Skills
  - Provides financial information to management by researching and analyzing accounting data; preparing reports.
  - Experience in accounting at a professional level, including journal entries, account reconciliation, reporting and analysis or equivalent experience
  - Federal grant accounting experience a plus
- Ability to assess business processes and implement improvements and controls
- Strong understanding of US GAAP and internal controls
- Experience managing budgets and revenue reporting
- Excellent written and verbal communication skills including the ability to effectively communicate accounting results to both accounting and non-accounting customers at various levels of the organization
- Strong problem solving and analytical skills
- Displays initiative and has the ability to improve processes and document work performed
- Must be able to effectively resolve conflict.
- Ability to effectively engage with cross functional teams to achieve common goals/objectives.
- Ability to identify and select alternative approaches to problem solving.
- Must be able to work in a fast-paced, multi-tasking environment with shifting priorities.
- Must be customer focused and quality driven.
- Must be able to display initiative, effectively prioritize and drive actions for timely completion.
- Must have excellent time management and organizational skills.
- Must be detail oriented.
- Must have excellent communication skills, in both oral and written formats.
- Must have excellent interpersonal skills.
- Microsoft Office proficiency, including Outlook, Word and Excel.

Additional Requirements:
Qualified candidates must be legally authorized to be employed in the United States. The employer does not anticipate providing employment related work sponsorship for this position (e.g., H-1B status).

ACM is an equal opportunity employer that celebrates diversity and is committed to creating an inclusive environment for all employees. ACM does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, 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.