



Commercial Vehicle Group, Inc. (CVGI) is a diversified industrial company that provides seating systems, electro-mechanical assemblies, wire harnesses, plastic parts, engineered structures, panel assemblies, and warehouse automation subsystems for many markets including ecommerce, e-tailing, trucking, last-mile delivery, electric vehicles, military equipment, warehouse equipment, buses, construction equipment, agricultural vehicles, specialty transportation vehicles, mining, industrial equipment and off-road recreational markets.

We are currently seeking a **Plant Coordinator** at our King's Mountain facility.

The Plant Coordinator's responsibilities include maintaining plant inventory receipts unvouched report (Accounts Payable Process), GL coding of production invoices, maintaining plants inventory open purchase order reports, assisting the plant controller with budget and month end general ledger close processes, assisting in gathering internal and external audit documentation, and maintaining SOX documentation. You will also be assisting the Plant Controller and Plant Manager as needed and respond to information requests by corporate management.

In this role, the incumbent will also:

- Working with operations team and maintaining plants inventory receipts unvouched and open purchase orders reports
- GL coding of production invoices received by plant and shared services
- Preparing journal entries, analyses, and account reconciliations and assisting with monthly close processes.
- Contributing to the development and review of annual operating budgets and performance projections.
- Performing monthly balance sheet reconciliations.
- Meeting processing and reporting deadlines.
- Support Shipping/Receiving operations
- Responding to information requests and assisting with audits both internal and external.
- Ensuring compliance with GAAP and SOX.

Requirements:

- Associates or Bachelor's degree in accounting or finance required.
- 2+ years of accounting/finance experience.
- Highly organized and detail-oriented
- Excellent communication skills, both written and verbal.
- Good problem-solving and time management skills.
- Working knowledge of GAAP and SOX is a plus.



This position is not available for sponsorship currently.

Our eligible associates enjoy competitive wages and benefit package including comprehensive medical, dental, vision, 401(k) plan, company paid life insurance, paid holiday, and vacation time off.

Resumes may be submitted as directed below. Include the job title in all submissions.

Email:
HR@cvgrp.com

Fax:
614-289-0377

Mail:
CVG, Inc.,
Attn: Human Resources
7800 Walton Parkway
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Different people approach opportunities and challenges differently which improves outcomes for customers, employees, and shareholders. CVG is committed to diversity and inclusion and welcomes qualified applications without regard to race, color, religion, sex, sexual orientation, gender perception or identity, national origin, age, marital status, protected veteran status, or disability status or any or any other status protected by law.