

Employer Date

Organization Name: Adient Phone: 937-383-5229
Contact Person: Melanie Spangler Title: HR Manager
Email: melanie.spangler@adient.com Fax: 937-383-5201
Address: 1147 North Washington St
City: Greenfield State: Ohio Zip: 45123

Position Date

Job / Position Title: Financial Analyst/HR Training Coordinator Reports to: Finance/HR
(Note Position)
Degree Area of Concentration: Business/Accounting
Position Type: Internship Part-time Position Full-time Position
Total number of hours per week: 40 Salary Range: \$75,000

Duties and Responsibilities:

Supports both HR and Finance functions, including financial reporting, account reconciliation, SOX compliance, new hire orientation, training program oversight, recruiting, admin support, and maintenance of confidential employee records.

Education Level and Required Skills:

High School Diploma/GED required.
Bachelor's in Accounting or equivalent education/experience preferred.
Strong knowledge of accounting principles.

Wages and Benefits Include:

Paid holidays, paid vacation, 401k, medical, dental and other benefits available

Additional Information:

Self-driven, professional, and team oriented.
Strong training, presentation, analytical, and computer skills.
Ability to manage ambiguity and take ownership of projects.

How to Apply:

<https://www.adient.com/careers/>
or email resume to melanie.spangler@adient.com

Deadline for Application: 3/31/26

Submit

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