



Position: Accounting Manager
Reports To: Chief Operating Officer
Status: Exempt

POSITION RESPONSIBILITIES

Oversees accounting department consisting of payroll, accounts receivable, and accounts payable. Analyzes financial data and prepares financial reports.

Duties and responsibilities include, but are not limited to:

- Review and approve bi-weekly payroll
- Train as a back-up for payroll processing
- Oversee accounts receivable and accounts payable transaction processing
- Maintain vendor and customer relationships
- Preparation of month end journal entries and account reconciliations
- Prepare and analyze financial statements including balance sheet, income statement, and cash flow
- Analyze purchase price, efficiency, and material usage variances to standard
- Monitor cash plans and approve vendor payments
- Develop and monitor departmental budgets
- Assist with periodic and annual standard cost updates
- Assist management and ownership with data requests
- Other duties as assigned

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Bachelor's degree in Accounting/Finance
- Will consider candidates with an Associate's degree in Accounting with at least 5 years of manufacturing experience as a Senior Accountant
- Experience with ERP systems
- Advanced Microsoft Excel skills
- Strong analytical skills and willing to dig into the details
- Excellent cost accounting background
- Well organized in a fast-paced environment.
- Good written and verbal communication skills
- Cost reduction/process improvement background a plus