



## Accounting Manager

### Position Summary

Oversee the operations of the accounting department, including the design of an organizational structure adequate for achieving the department's goals and objectives. Ensuring accounts payable/receivable and payroll departments are processing and/or collecting in a timely manner

- Supervises subordinate personnel in accounts receivable and accounts payable areas of a finance department.
- Oversees, monitors and works to improve accounting procedures, internal controls and database management.
- Audits work flow to ensure that all accounting transactions are processed accurately and in compliance with industry standards.
- Reviews and justifies expense reports and other expenditures.
- Supervises the preparation of monthly journal entries.  
Prepares financial statements for a company.
- Helps maintain accountability of the financial resources of a company.
- Handles personally or supervises general ledger reconciliations.
- Ensures compliance with all internal controls.
- Reviews monthly closing processes to prevent errors.
- Handles special projects as requested by management.
- Helps with the preparation of the yearly audit.
- Assists in safeguarding the assets of investors.
- Recommend benchmarks against which to measure performance of company operations.
- Calculate and issue financial and operating metrics.
- Coordinate preparation of corporate reports.
- Calculate variance from the budget and report significant issues to management.
- Provide a system of management cost reports.
- Comply with local, state and federal government reporting requirements and tax filings.
- Maintain documented system of accounting policies and procedures.
- Assists controller with a variety of tasks as needed & Stays current on changes in regulations and other industry news.

Education:

Bachelor's degree in Accounting or Business Administration or equivalent business experience will be considered.

Skills and Experience:

3 years of progressively responsible experience in a manufacturing environment.

Computer Literacy:

Working knowledge of ERP, MS Office