

**Department:** Administration

**FLSA Status:** Exempt

**Reports to:** Director of Finance

**Date:** 3/30/2024

## POSITION SUMMARY:

Responsible for managing the daily accounting operations

## ESSENTIAL FUNCTIONS:

The duties identified below are the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Conduct activities in a safe manner, follow corporate safety guidelines and requirements, use personal protective equipment and proactively address any unsafe conditions observed. Maintain housekeeping and safety compliance, inspection ready at all times
- Hands on manager of the daily operations of the accounting department including:
  - Month and end-year processes
  - General ledger
  - Weekly forecasting
  - Sales and Use Tax
- Monitor and analyze accounting data and produce financial reports or statements
- Monthly and annual financial reporting, analytics and reconciliations for all aspects of inventory and cost accounting
- Ensure proper accounting methods, policies, principles and controls are adhered to
- Assist with creating, monitoring and reporting KPI's for all aspects of inventory and cost accounting
- Liaising with all levels of management across many different functional departments
- Develop and implement process improvements and maintain compliance on key business processes
- Other assignments as made by management

## QUALIFICATIONS/EDUCATION/SKILLS:

To perform this position successfully, an individual must demonstrate regular, predictable attendance and be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge and skill required.

1. Minimum Qualification: Five years of related experience and/or training; or equivalent combination of education and experience
2. Desired Qualification: Bachelor's degree in Accounting field or a combination of education and experience that provides equivalent knowledge, skills and abilities
3. Advanced computer skills on MS Office, accounting software and databases.
4. Proven knowledge of bookkeeping and accounting principles, practices, standards, laws and regulations.
5. High attention to detail and accuracy
6. Ability to direct and supervise
7. Excellent communication and customer service skills. Logical, clear and concise written and verbal communication skills.
8. Highly motivated self-starter with the ability to work with sense of urgency, accuracy, teamwork and cooperation.
9. Ability to react quickly to a fast paced, changing environment
10. Considerable ability to coordinate multiple tasks as once.

11. Teamwork: Can work in a group or alone; oriented towards the good of the whole. Build rapport and good working relationships with co-workers.
12. Ability to maintain professionalism under stressful situations.