



JOB DESCRIPTION – ACCOUNTING MANAGER

Job Title – Accounting Manager

Essential Duties and Responsibilities

- Oversees preparation of business activity reports, financial forecasts and annual budgets
- Responsible for month, quarter, and end-year close processes
- Reviews current product costing and develops new costs when necessary
- Reconciles payroll and general bank accounts
- Provides financial analysis
- Plans and schedules the annual physical inventory
- Coordinates with Corporate Finance
- Ensures all corporate financial policies and procedures are adhered to
- Manages accounting team currently comprised of one Accounting Associate

Qualifications

- Bachelor's degree in Accounting or Finance. CPA or MBA preferred
- At least 3 years experience in a manufacturing company
- Advanced computer skills on MS Office, accounting software and databases
- Ability to manipulate large amounts of data
- Excellent verbal and written communication abilities across all levels of the organization

Physical Requirements

- Prolonged periods of sitting at a desk and working on a computer

Classification – Salary/Exempt/Full Time

Reporting to – Controller