



Summary:

Oversees organization's finances for the accurate and timely dissemination of financial management reports including, but not limited to, internal and external monthly financial statements, annual audits, budgets, capital expenditures, consolidated financial reporting for multiple companies and acquisition financial analysis.

Responsibilities and Duties:

- Responsible for month and year end closings and all corresponding General Ledger account reconciliations.
- Review job costing, fixed asset accounting and accounts receivable and accounts payable.
- Report on actual versus budgeted results to all levels of management on a weekly and monthly basis.
- Establish and maintain a standard costing system including providing variance analysis to management.
- Work with outside accountant in the preparation of tax returns and year-end review.
- Prepare annual capital budget and assist in the preparation of operating budgets for multiple facilities.
- Assist in streamlining the accounting processes enabling more time to be spent on analysis and improving the Company's information reporting and profit potential.
- Assure the execution of a successful management information systems strategy which satisfies the requirements of all functions in the organization.
- Perform all duties according to established company operating, safety, and environmental and quality policies.
- Consolidate reporting for multiple facilities.
- CAPX expenditures analysis.
- Acquisition and divestiture analysis and financial due diligence.

Supervisory Responsibilities: None

Travel: 5-10%

Qualifications

Bachelor's Degree in Accounting, plus a minimum of five (5) years of accounting experience in a manufacturing environment. The ability to solve complex accounting, financial, and banking problems and deal with a variety of accounting variables. Strong general ledger, accounts payable, accounts receivable, payroll, income tax, banking, and cost/product costing knowledge required. Must be able to use Microsoft Office proficiently and have experience with spreadsheets, accounting software, and ERP system. VANTAGE system experience preferred. Certified Management Accountant certification preferred. Must be able to work well with all levels of the organization and in a team environment. Must be able to efficiently present information and effectively answer questions from managers and customers.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, stand; walk; use hands and arms and talk or hear. The employee may be required to climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.