

Manager of Accounting

Job purpose

Reporting to the Secretary and Treasurer, the Manager of Accounting is responsible for the accounting, reporting, and variance analysis of key business initiatives along with ongoing operations. Responsibilities also include maintenance for records and financial transactions and managing the accounting department.

Duties and responsibilities

- Oversees and participates in the recruitment, hiring, and training of team members
- Conducts performance evaluations that are timely and constructive
- Assists with the preparation of the company's annual budget and leads monthly trend analysis comparing actuals to the budget
- Analyzes the return on sales and marketing expenditures
- Participates and oversees month end close processes
- Records monthly inventory adjustments
- Creates and maintain reports for the accounting department
- Oversees the accounts payable process and payroll functions
- Identifies and make recommendations for process and workflow improvements related to accounting and finance
- Manages the company's sales tax process, and the process of completing the company's annual IRS forms
- Performs other duties as assigned
- Proactively addresses and corrects all unsafe behaviors and conditions

Qualifications

Qualifications include:

- Bachelor's or Master's in Accounting, Finance, or another related field
- 5-7 years' experience in an environment with similar responsibilities
- Strong communication and presentation skills
- Strong organizational skills
- Experience managing or supervising employees and a department
- CPA preferred
- Cost accounting experience
- Microsoft Great Plains experience

Working conditions

Requires working in open office with occasional visits to shop floor.

Direct reports

Exempt Staff Accountant(s)