



## Job Description – Accounting Manager

<b>Job Title:</b>	Accounting Manager	<b>Level:</b>	
<b>Department/Group:</b>	Accounting	<b>Job Category/EEO-6:</b>	
<b>Location:</b>	Waukesha	<b>Position Type:</b>	Full Time
<b>Salary Range:</b>		<b>FLSA Status:</b>	Exempt

### Job Description

**SUMMARY:** Reporting to the Vice-President and Chief Financial Officer, the Accounting Manager leads the Accounting team in all accounting, analysis and reporting requirements. Directs the department to provide accurate and timely financial information as required or requested by internal customers. This individual will be very active in driving change and improvements in the Accounting and Finance function through process improvement and special project responsibilities.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

Coordinates all accounting activities to insure accuracy and completeness; issues all company and departmental reporting on a timely basis

Supervises AP/AR, and various financial and cost analysis work to drive continuous improvement across all aspects of the business

Reviews account reconciliations and journal entries prepared by staff

Confirms the accuracy of gross profit analyses and insures the resulting sales and costs of sales are reported accurately in the monthly financial statements

Coordinates the preparation and review of the year-end audit work papers in a timely fashion to support the annual review / audit

Assists the CFO in developing annual company and departmental budgets

Serves as the accounting Business Process Owner during the upcoming Sage 100 upgrades

**SUPERVISORY RESPONSIBILITIES:** Responsible for supervising two Staff Accountants and two Accounting Specialists

**REQUIRED QUALIFICATIONS:**

Bachelor's degree in Accounting required; CPA preferred

Minimum of 10 years of progressive accounting experience in a manufacturing environment with at least 3 years of previous experience managing a team with a wide range of expertise

Solid working knowledge of US GAAP

Previous experience coordinating month-end close processes with demonstrated experience in financial reporting, cost accounting and cross team collaboration

Excellent analytical and reasoning skills, plus strong organization skills required

Knowledge of ERP and accounting systems; experience with Microsoft Office Suite required. MAS 200 or SAGE 100 experience is highly desirable.

Excellent verbal and written communication skills

**LANGUAGE SKILLS:** Good grammar and diction. Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to other employees of the organization.



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**MATHEMATICAL SKILLS:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, percent and decimals.

**REASONING ABILITY:** Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment is a professional office environment where a conservative business dress code is in effect. The noise level in the work environment is usually moderate.

Reviewed By:	G. Whittier	Date:	April 20, 2017
Approved By:		Date:	April 20, 2017
Last Updated By:		Date:	