



## ACCOUNTING MANAGER

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**POSITION TITLE:** Accounting Manager

**DEPARTMENT:** Finance

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### REPORTING RELATIONSHIPS

**FLSA Status:** Exempt

**POSITION REPORTS TO:** Sr. Director of Finance

**POSITIONS MANAGED:** Cost Accountant, Staff Accountant, and Accounts Payable

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### POSITION PURPOSE

The Accounting Manager will partner with all levels of the business to deliver timely and accurate financial reporting results. Responsibilities will include daily participation and management of the accounting functions while working closely with the Sr. Director of Finance for continuous process improvements.

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### PERSONAL ATTRIBUTES & QUALIFICATIONS:

#### QUALIFICATIONS AND EDUCATION REQUIREMENTS:

1. Bachelor's degree in Accounting; CPA is a plus.
2. Management experience and/or aptitude to directly manage and support the team.
3. Proven knowledge of GAAP accounting and audit principles, practices, standards, laws and regulations.
4. Hands-on experience from independently completing month-end/year-end closings, reconciliations, and reporting to group companies.
5. Direct experience with inventory and cost of goods sold; manufacturing or CPG experience a plus.
6. Advanced knowledge in ERP systems; SAP highly preferred.
7. Advanced MS Office products

#### JOB DUTIES:

1. Responsible for day-to-day accounts payable/receivable, cash receipts, general ledger entries, treasury, budgeting, cash forecasting, revenue and expenditure variance analysis, capital assets reconciliations, and check runs.
2. Analyzes and prepares financial reporting package.
3. Oversee and manage product costing and analysis.
4. Establish and enforce proper accounting methods, policies, and principles.
5. Coordinate and complete annual audits.
6. Responsible for the compliance, review, and submissions of various type of jurisdictional taxes, and other state and local filings as required.
7. Establish and maintain fiscal files and transactional records to document transactions.
8. Back-up and support team members during absences and/or heavy volume times.

Accounting Manager

9. Able and willing to work necessary hours to meet all reporting deadlines, travel when necessary.
  10. This is a hands-on position, which will require ongoing training and mentoring of team to develop skills and build morale.
  11. Evaluate accounting processes and recommend process improvements to leadership.
  12. Other Duties- Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job.
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## CORE COMPETENCIES

1. **Professionalism** - Upholds organizational values, demonstrates sound business ethics, works with integrity and ethically in all situations, and treats others with respect and consideration at all times regardless of their status or position. Accepts responsibility for actions, reacts well under pressure, follows through on commitments, and demonstrates consistency between words and actions.
2. **Project Management** – Completes appropriate amount of projects within the given timeframe.
3. **Diligence** –Perseveres in accomplishing tasks or objectives and maintains a sense of urgency about getting results.
4. **Leadership** – Positively changes opinions and actions of others in a desired direction by providing peers and subordinates with vision and inspiration and mobilizing them to fulfill it. Encourages subordinates to adapt positively to change, engage in worthwhile objectives, face, define, and solve problems. Inspires and motivates others to perform well, effectively influences actions and opinions of others, inspires respect and trust, and displays passion and optimism. Gives appropriate recognition to others, accepts feedback from others, presents information in a persuasive manner, and clarifies information to gain understanding and buy-in.
5. **Patience** – Allows others to make mistakes without a negative reaction, allows others to learn or understand at their own pace, listens to others before forming a response, and takes the necessary time to work through obstacles.
6. **Develop Relationships** – Builds and maintains relationships that incorporate cooperation, trust, and respect by devoting the appropriate time and energy to facilitate business transactions. Relates to others while building credibility and rapport, communicates in an honest and straightforward manner, and maintains networks.
7. **Attention to Detail** – Completes work in a thorough and complete manner, provides detailed information, and tracks details at all times.
8. **Active Communications (Verbal, Written, Listening Skills)** – Clearly expresses ideas, information, and concerns both verbally and in written format in both positive and negative situations. Actively listens, offers full attention when others speak, gives verbal and nonverbal cues of interest, asks questions for clarification, and paraphrases to ensure understanding. Actively seeks and disseminates information from and to a variety of sources, accepts responsibility for ensuring that people have the current and accurate information needed for success, and asks

- questions to open channels of communication. Demonstrates group presentation skills, presents information and numerical data effectively, and actively participates in meetings.
9. **Responsiveness** – Takes action to meet the needs of others, responds timely without supervision, and minimizes delays.
  10. **Productivity** - Meets or exceeds productivity standards, completes work in timely manner, and strives to increase productivity.
  11. **Composure** – Maintains emotional control even under ambiguous or stressful circumstances, including unrealistic expectations, pressing time demands, frustrations, or interpersonal conflict. Demonstrates emotions appropriate to the situation, focuses on solving conflict, and continues performing steadily
  12. **Problem Solving & Decision Making**– Able to identify problems, solve them, and show good judgment by isolating causes from symptoms, gathering information from a variety of sources, compiling information and solutions, involving others as appropriate, readily committing to action, and making decisions that reflect sound judgment in a timely manner. Able to identify and choose between multiple options, work well in-group problem solving situations, understand consequences of potential decisions, and support and explain reasoning for decisions.

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Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### PHYSICAL DEMANDS

1. Must be able to remain in a stationary position 75% of the time.
2. Must be able to bend, climb stairs, and continuously stand or walk 25% of the time.
3. Must be able to occasionally move within the office to access file cabinets, office machinery, etc.
4. Must be able to lift 10-20 pounds (for example: packages, copy paper boxes, etc.)
5. Must be able to communicate effectively by listening and also in both written and verbal forms.

#### WORK ENVIRONMENT

1. Generally, works in an office environment but may occasionally be required to perform job duties outside of the typical office setting.
2. This position regularly requires large amounts of time to be spent using and viewing computer screens and equipment, which generally entails regular and repetitive motions.
3. May occasionally be exposed to fumes, airborne particles, or chemicals. All safety procedures should be adhered to in each of these situations.

#### SIGNATURES

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This job description has been approved by all levels of management.

Manager Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Human Resources Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

The employee signature below constitutes the employee's understanding of the requirements, essential functions and duties of the position.

**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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