

Accounting Manager

Job Title: Accounting Manager
Department: Finance
Reports To: Finance Director
Location: Greenfield, IN

SUMMARY

The Accounting Manager is responsible for leading the monthly closing process, financial reporting, forecasting as well as the annual budget preparation. This individual is also responsible for ad hoc projects as necessary. This individual supervises or oversees Accounts Receivable, Accounts Payable, Payroll and Fixed Assets.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Lead the monthly closing process and prepare monthly financial statements
- Analyze financial statements for reasonableness
- Reconcile intercompany transactions
- Submit all financial results as well as supporting schedules into Hyperion Financial Management
- Provide analysis during external audit process
- Prepare client assistance package for tax department
- Prepare forecast and submit into Hyperion Financial Management
- Prepare annual budget and business plan
- Prepare cash flow analysis
- Document internal controls and segregation of duties within the organization
- Assist with ad hoc projects
- Supervises Accounts Receivable analyst
- Supervises Accounts Payable department
- Supervises fixed asset capitalizations and disposals as well as monthly depreciation entries
- Supervises or prepares Major Project accounting:
 - Percent completion for revenue recognition
 - Process billings to General Contractor
 - Prepare monthly financial reporting for Major Projects
 - Prepare State Use tax filings

- Request Insurance Certificates
- Work on ad hoc projects and provide support to other staff members
- May be required to perform other related duties as assigned

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are respective of the knowledge, skill, and/or ability required, but are not intended to be all-inclusive. Reasonable accommodations may be needed to enable individuals with disabilities to perform the essential functions.

- Ability to work and solve problems independently
- Ability to define problems, identify solutions and follow through to completion
- Strong attention to detail and willingness to learn
- Good organizational skills
- Ability to multi-task and prioritize
- Strong team player
- Excellent written and verbal communications skills
- Excellent customer service skills

EDUCATION AND EXPERIENCE

Bachelor of Science in Accounting or Finance with a minimum 5 years finance/accounting experience, preferably in a similar type of manufacturing company.

- Microsoft Office Applications/Strong Excel Skills (required)
- ERP Systems Experience (required)
- Hyperion Experience (preferred)
- CPA (a plus, not required)

LEADERSHIP SKILLS

Excellent interpersonal, team and organizational skills. Ability to collaborate and communicate effectively and provide constructive feedback in a positive nature at all levels of the organization. Ability to take direction from Management and display a positive "can-do" attitude, a strong work ethic and utilize appropriate problem-solving skills. Strong organizational and time management skills.

Must lead by example in being deadline/results driven, effectively handling challenges under stressful conditions, and demonstrating and encouraging a continuous improvement mindset – building the case for change and leading through others. Is an active learner that is empathetic to the challenges experienced throughout the business cycles and is passionate about collaborating with others to maximize their

performance. A team builder and effective and trusted business partner. Maintains a "mutual trust and respect" and productive work environment within and between departments.

LANGUAGE SKILLS

Ability to communicate throughout the organization in written and verbal form and effectively present information and respond to questions from groups of managers and customers. Ability to read, analyze and interpret general business information, professional journals, technical material, and governmental regulations. Ability to write and interpret reports, business correspondence, product information, specifications, and procedure manuals. Ability to understand, write and communicate training material, standardized work, job instruction sheets, etc. Conduct and facilitate meetings with cross-functional resources.

MATHEMATICAL SKILLS

Ability to apply math concepts to financials. Ability to apply concepts such as fractions, percentage ratios, and proportions to practical situations. Ability to use key analytical metrics to drive improvements. Ability to use Excel formulas.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to use key analytical metrics to drive improvements. Strong diagnostic skills in troubleshooting systems & processes.

CERTIFICATES, LICENSES, REGISTRATIONS

None, but may be required in the future.

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. Ability to work for extended periods of time at a workstation on a computer.

While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel; and talk and hear. The employee is occasionally required to stand, walk, and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, 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. Office environment with several co-workers at separate workstations. Overnight travel may be required occasionally.