



Job Title: Accounting Manager	
Department: Accounting	FLSA: Salary Exempt
EEO Category: Officials and Managers	Job Grade: N/A
Reports To: General Manager	Revision Date: February 1, 2012

POSITION SUMMARY:

This position will be responsible for supervising the activities of the accounting team. This position will ensure that the daily activities are completed accurately and timely and lead the month end closing activities. They will communicate information and provide analysis to the management team for planning, reporting, and assist in strategic business plan development.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Manage the finance department with responsibility for accounts payable (A/P), accounts receivable (A/R), payroll, profit analysis, cost accounting, and the general ledger.
- Lead the facility budgeting and capital planning process,
- Lead in the establishment of goals and objectives for the finance department.
- Ensure corporate accounting policies are communicated and followed throughout the facility.
- Interact with corporate officials for specialized assignments. Accuracy and attention to detail are a critical function of this position and to the success of the organization.
- Participate in and support the principles of Open Book Management and recognize the responsibilities of being a part owner of the company.
- Managers are expected to exhibit excellent leadership qualities. Demonstrated ability in four areas is required:
 - *Change Leader:* Lead the way in finding opportunities for the organization to improve in all aspects. Cultivate ideas, support implementation.
 - *Relationship Builder:* Insure your staff is tightly bonded within itself, with all departments, and with their counterparts at the suppliers and customers.
 - *Master Strategist:* Assessing Strengths, Weaknesses, Threats, and Opportunities both internally and externally then developing and assisting others to develop plans that allow departmental and organizational objectives to be met.
 - *Talent Developer:* Continually make your department stronger. Set succession plans for each key position. Identify and develop team members to support the succession plan. Provide training opportunities for team members to insure they are competent and will excel in their job functions. Work with team members to set career paths for them that match their desires and abilities.



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WORK ENVIRONMENT:

- Exposure to atmospheric conditions, such as: dust, fumes, noise, and varying temperatures.
- The employee will be required to have continued knowledge of Haz/Com regulations and requirements.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job. While performing the duties of this position, the employee is regularly required to walk, stand, use hands to finger, handle or feel; reach with hands and arms climb or balance; stoop, kneel, crouch or crawl and talk & hear.

- This position requires occasional physical effort, lifting, pushing and pulling material weighing up to 50 pounds occasionally.
- Sitting 70%, walking 30%.

SKILL/ KNOWLEDGE/ ABILITY/ EDUCATION/ EXPERIENCE REQUIREMENTS:

- Bachelor degree in accounting or related business field.
- Minimum 2 years experience in financial management in a manufacturing environment.
- Training in employee orientation, sexual harassment training, safety orientation, and quality systems orientation.
- Ability to use a computer, copier, calculator, telephone, and fax machine.
- Must wear all required personal protection equipment in designated areas. Care necessary to avoid placing self and others in an unsafe environment.
- Ability to find, interpret, and apply Job Safety Analysis' (JSA).
- Conformance to requirements is important to succeeding operations. Will support the Quality Management System (QMS).
- Good oral and written communication skills in order to effectively communicate with internal and external customers.
- Interaction with customers may require travel.
- Required to pass criminal, sexual, and credit background checks.