



JOB DESCRIPTION

Position Title: Accounting Manager

Reports to: Controller

Department: G&A

FLSA Status: Exempt

PURPOSE OF JOB: Responsible for the day-to-day management of general accounting and financial functions.

MAJOR DUTIES AND RESPONSIBILITIES:

- Manage / oversee general accounting transactions, financial statement preparation, and monthly close process.
- Manage two accountants responsible for accounts payable, payroll (ADP), expense report processing (Concur), and other accounting activities.
- Assist in identifying accounting issues and ensuring proper accounting treatment.
- Assist in the preparation of standard product costs including component costs, overhead rates, bill of materials review, and routing maintenance (labor costs, yields).
- Ensure proper inventory valuation, inventory reserve provisions, and variance capitalization.
- Review work order details and analyze manufacturing variances. Analyze manufacturing costs and prepare periodic product cost reports.
- Oversee analysis of operating expenses and actual versus budget comparisons.
- Prepare internal financial reporting and analysis.
- Work cross-functionally to improve business processes and internal controls.

REQUIREMENTS:

- Bachelor's or Master's degree in accounting required.
- 4+ years of strong accounting experience including exposure to complex/technical accounting matters.
- CPA (or CMA), with Big 4 public accounting experience a plus.
- Experience working with ERP systems (QAD a plus).
- Experience with or strong interest in learning cost accounting is required.
- Ability to multi-task, manage projects, and meet deadlines.
- Must have strong MS Excel skills.

OTHER QUALIFICATIONS:

- Must be highly reliable with an ability to work with independence in a startup environment.
- Excellent verbal communication and interpersonal skills required.

This job description is not all inclusive. Incumbents may be required to complete other miscellaneous responsibilities as required.