

**JOB TITLE: Accounting Manager****DEPARTMENT: Accounting/Finance****SUPERVISOR: Director of Finance****FLSA: Exempt Job Status: Full Time**

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**Job Duties & Responsibilities:** Include the following, as well as other duties that may be assigned.

Demonstrate financial reporting/forecasting and strategic planning skills. Implement financial process improvements and cultivate a dynamic culture that respects and enables employees to excel as required. Responsible for providing other departments with strategic performance analysis & recommending actions. Winning in this role is accomplished by partnering with business leadership and teams to support the development and execution of short, medium, and long-term strategic and operational plans and identifying/managing key performance indicators that deliver improved forecast reliability. Manage accounting team (accounts payable, receivable, etc.).

**What You Will Be Doing:**

- Produce timely and accurate financial and operational reporting and analysis that provides actionable insights to the business.
- Support the financial planning and forecast process including and reporting outputs.
- Manage data across multiple platforms to develop KPI's and dashboards with actionable information.
- Prepare miscellaneous mandatory government surveys
- Manage/analyze product development costs for tax credit
- Audit the accuracy of inventory values (quantities - which may include product structure verification, special item setups, receiving, inventory bins and processes)
- Continuously verify the accuracy of inventory values (unit costs - which includes raw material costs and freight in), including supply items and specials. Roll costs timely
- Determine, calculate and track appropriate inventory metrics
- Verify inventory processes are posting to G/L and inventory ledger correctly. Assist and train on item setup, costing and inventory processes related to item cost accuracy and GL transactions where necessary.
- Develop and maintain the cost accounting system, documents, and records of the organization.
- Analyze expenses and recommend cost savings.
- Prepare and complete internal cost audits.
- Analyze manufacturing costs and prepare regular reports comparing standard costs to actual production costs.
- Audits of inventory general ledger accounts.
- Assist with month end and year end closings.
- Monitor the cycle count program and analyze discrepancies.
- Approve and enter vendor invoices into ERP system.
- Model company core values and safety policies.

**Qualifications:** Must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education & Experience:** Minimum Bachelor's Degree in Accounting or equivalent training and experience preferred. Three to Five years+ cost accounting experience in a \$30 to \$50 million+ manufacturing setting.

**Knowledge and Competencies:** The following key competencies represent qualities, traits and behaviors that a successful employee will exhibit. This list is not exhaustive, as other qualities, traits and behaviors are desired:

- Competency with software such as Microsoft Word/Excel and other commonly used PC data based business software required and proficiency in Navision a plus.
- Competency in GAAP and cost systems
- Excellent communication skills required to follow through on requests for information and select appropriate responses; good listening skills, paying attention to others' communications to ensure understanding; seeking input and showing a genuine interest in others' opinions, facilitating and sharing information within department and across departments, respond to requests on a timely basis.
- Demonstrated experience driving business performance and process improvements
- Sense of urgency mindset, "hands-on" leader who takes necessary action.
- Ability to maintain confidentiality.
- Ability to prioritize work in an effective manner meeting the needs of stakeholders
- Detail oriented and strong organizational skills.
- Problem solving at a business process and functional group level.
- Winning and collaborative disposition.
- Ability to automate and improve efficiency in processes.
- Ability to effectively manage projects (good project management skills)
- Ability to work onsite at the corporate office location
- Ability to follow and enforce GMI's Corporate Core Values and safety policies

**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 function.

Must be able to lift up to 10 pounds and 20 pounds occasionally. Specific vision abilities required for this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. This position is sedentary with the flexibility to stand when needed.

**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.

Normal office environment. The performance of this position may occasionally require exposure to manufacturing areas where under certain areas require the use of personal protective equipment such as safety glasses and proper footwear.



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I, the undersigned, have read and understand the duties and responsibilities of this position.

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Employee Signature

Date

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Manager's Signature

Date

This job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time for any reason, and the Company has a similar right.