

**JOB TITLE: Finance & Administration Team Member****DEPARTMENT: Finance & Administration****SUPERVISOR: Director of Finance/Administration****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.

Responsible for providing others with strategic performance analysis. Accountable for proactive analysis, translating data, sharing & recommending actions. Responsible for accurate & timely distribution of historic data. Responsible for directly leading the Staff Accountant(s) and all of the responsibilities of that/those positions.

**What You Will Be Doing:**

- Prepare monthly financial statements (includes preparing/entering/updating/analyzing monthly journal entries; analyzing statements; distributing to appropriate parties) in a timely manner (currently by 3<sup>rd</sup> business day of following month)
- Analyze general ledger accounts/verify accuracy
- Verify accuracy of bank balances (bank recs)
- Assist Director of Finance with year end (including outside CPA firm requests)
- Prepare and distribute general and predictive reports and analysis as requested
- Prepare miscellaneous mandatory government surveys
- Maintain financial archives, and financial system (including backup for all journal entries, new G/L's, accounting periods and account schedules)
- Manage Sales Taxes through Avalara
- Credit and Collections
- Manage/prepare returns/quarterly payments/etc for Canada taxes
- Audit paid invoices for use tax-prepare and file use tax returns
- Manage/analyze product development costs for tax credit
- Manage fixed assets (add/audit/depreciation/disposal)
- Track appropriate department metrics to look for and improve efficiency.
- Manage corporate credit cards (card holders/limits/fraud/password resets/etc)
- 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.
- Follow company core values, safety, policies and model the way for direct reports
- Provide training, support and guidance to subordinate personnel to develop their job skills and ensure a productive labor climate.
- Backup subordinate position(s) when needed.
- Other duties and projects as assigned.

**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. Experience in a Manufacturing setting with cost accounting experience a plus but not required.

**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.
- 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
- Ability to work within a team based environment and manage other employees
- Ability to work under deadline pressure and extra hours if needed
- Ability to maintain confidentiality
- Detail oriented and strong organizational skills.
- Ability to use good judgment when making decisions (logical thinker) and solve practical problems
- Ability to problem solve and troubleshoot, identifying problems immediately and working collaboratively with team mates to effectively resolve
- Ability to automate and improve efficiency in processes.
- Positive/optimistic – Can do, make things happen attitude (genuinely believes the organization can reach forecasted goals)
- Ability to effectively manage projects (good project management skills)
- 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.