



Assistant Manager - Accounting Job Description

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| Reports To: President | Department: Accounting |
| Classification: Exempt | Date: 08/31/10 Rvsd 1/30/13 |

SUMMARY:

Analyze financial information and prepare financial reports to determine or maintain record of assets, liabilities, profit and loss, tax liability, or other financial activities within an organization.

ESSENTIAL FUNCTIONS:

- Prepare, examine, and analyze accounting records, financial statements, and other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards.
- Compute taxes owed and prepare tax returns, ensuring compliance with payment, reporting and other tax requirements.
- Analyze business operations, trends, costs, revenues, financial commitments, and obligations, to project future revenues and expenses or to provide advice.
- Report to management regarding the finances of establishment.
- Establish tables of accounts and assign entries to proper accounts.
- Develop, maintain, and analyze budgets, preparing periodic reports that compare budgeted costs to actual costs.
- Develop, implement, modify, and document recordkeeping and accounting systems, making use of current computer technology.
- Prepare forms and manuals for accounting and bookkeeping personnel, and direct their work activities.
- Survey operations to ascertain accounting needs and to recommend, develop, and maintain solutions to business and financial problems.
- Advise management about issues such as resource utilization, tax strategies, and the assumptions underlying budget forecast.
- Manage financial reviews twice a year. (Mid year and year end)
- Update customer pricing and calculating financial impact on an annual basis.
- Interact with company banking and financial partners.
- Other duties and projects as assigned.



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KNOWLEDGE, SKILLS, AND ABILITIES:

- Deal effectively with complex and sensitive issues.
- Knowledge of methods, practices, and terminology used in accounting; pertinent rules, laws, and policy regarding accounting methods.
- Communicate effectively, clearly and concisely, both orally and in writing.

SUPERVISORY RESPONSIBILITIES:

Supervise the accounting staff.

WORKING CONDITIONS:

Ability to sit and work on a computer for extensive periods of time is required. While performing the duties of the job the employee is frequently required to sit, talk, see, and hear.

Administration is a typical office environment with a moderate noise level, however occasionally this position will require the employee to visit the manufacturing environment with a high noise level that may require hearing protection.

MINIMUM QUALIFICATIONS:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. However, we prefer the following.

- Bachelor's degree in Accounting or equivalent plus a minimum of three years related experience preferred.
- CPA designation preferred
- Manufacturing Experience a plus.
- Must have excellent computer skills.
- Must have exceptional problem solving abilities.
- Must be able to work independently.
- Must be detail oriented and organized.

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| Approved By: | | Approval Date: | |
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