

CONFIDENTIAL

Job Description
F-HR-005 rev A



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[New Hire] Accounting Manager

FLSA: Exempt
Revision Date: 9/10/2018

Dept: Finance
Reports to: Donna Lidgett

Job Summary: The accounting manager provides leadership and guidance to the accounts receivable, accounts payable, and general accounting department staff in performing accounting and financial functions. This position also prepares, analyzes, and interprets financial and budget reports for use by managers.

Essential Duties:

1. Supervise and direct SilcoTek's accounts receivable, payable, and general accounting activities to ensure that transactions are in accordance with generally accepted accounting principles, statutory requirements, and company policy.
2. Provide assistance and back-up the bookkeeper when out of the office.
3. Communicate the vision of SilcoTek's corporate philosophy to all direct reports and use every opportunity available to convey a vision of cooperation, innovation, and excellence.
4. Ensure the accuracy of internal and external recording and reporting of financial transactions.
5. Provide information and assistance to outside auditors for year-end financial reporting and tax preparation purposes, including preparation of schedules, explanations, supporting materials, and any other necessary data.
6. Prepare monthly financial reports to managers as well as the Board of Directors. Prepare annual reports to shareholders. Provide support and accounting guidance to internal customers.
7. Participate in establishing and communicating the strategic planning schedule. Organize the collection of data for the annual budget. Participate in establishing and implementing major goals and objectives of the organization.
8. Oversee the financials in the new ERP system, implementing new best practices for daily accounting practices, reporting by departments, fixed assets, costing, etc.
9. Assign, direct, and appraise the accounting and financial analysis staff. Maintain personnel structure and staffing level to accomplish work objectives in an effective and efficient manner. Oversee maintenance of time and attendance data. Screen, interview and hire new employees for assigned departments.
10. Exemplify SilcoTek's expectations of leaders. Attend and participate in departmental and special team meetings as required.
11. Perform other duties as assigned



Additional Responsibilities:

1. Oversee Acumatica financials and other financial computer systems

Qualifications:

Education/Experience:

- Bachelor's degree in Accounting or related field
- At least 5 years of progressively responsible experience in accounting, preferably in a manufacturing environment
- CPA designation and manufacturing company experience preferred

Knowledge, Skills, & Abilities:

- Demonstrated leadership ability including ability to direct and guide others in all accounting functions
- Ability to communicate effectively with others
- Strong analytical and strategic planning skills
- Competent computer skills, including e-mail, spreadsheets, word processing and database applications. Working knowledge of accounting software packages and ERPs.
- Ability to work independently and in a team environment