



Job Description

POSITION: Accounting and Business Analysis Manager

REPORTS TO: Chief Financial Officer

POSITION CLASSIFICATION: Full Time – Salary, Exempt

POSITION DESCRIPTION: Provide financial statements and analysis for a manufacturing location in Fiskeville, RI as well as worldwide headquarters located in Europe.

DUTIES AND RESPONSIBILITIES:

- Monthly accounting close, including preparing financial statements and review of variances
 - Must understand a balance sheet and income statement
- Financial reporting for Senior Management and worldwide headquarters
- Supervise Accounts Receivable
- Bridge the gap between the business needs and the technical aspect of the ERP system
- Spearhead ERP upgrades and implementations
- Work closely with business partners to implement and integrate reporting systems and enhancements.
 - Develops best practices for report deployments.
 - Help design, document and maintain business and system processes
- Year-end audit responsibilities including working with external auditors to provide documentation and analysis
- Cost Accounting Responsibilities
 - Close and Cost manufacturing work orders
 - Product Costing
 - Inventory Reconciliation
- Assist with federal and state agencies as it pertains to taxes
- Various other financial analysis and reporting as required

ESSENTIAL SKILLS:

- BS in Accounting
- 5+ years accounting experience in a manufacturing environment
- 2-3 years prior experience providing business intelligence solutions in a manufacturing environment preferred
- Report writing and ERP implementation experience
- Solid experience in writing SQL queries
- Strong Excel skills required
 - Pivot tables
 - V-lookups
 - If statements/nested if
- Experience with MRP/ERP system, Sage X3 a plus

The above is intended to describe the general content and requirements of the job and may vary at times according to department objectives and needs for the performance of the job. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.