

# **Driftwood Dairy, Inc.**

## **JOB OPENING**

**JOB TITLE:** Accounting Manager

**STATUS:** Salaried

**REPORTS TO:** VP of Finance

### **SUMMARY:**

The Accounting Manager is responsible for all areas relating to financial reporting. This position will be responsible for developing and maintaining accounting principles, practices and procedures to ensure accurate and timely financial statements. The Accounting Manager coordinate accounting effort with up to five accounting clerks and is responsible for providing guidance to the team to ensure that work is properly allocated and completed in a timely and accurate manner. This position addresses tight deadlines and a multitude of accounting activities including general ledger preparation, financial reporting, year-end audit preparation and the support of budget and forecast activities. The Accounting Manager will have contact with the Controller, Department Managers and the VP of Finance which requires strong interpersonal communication skills both written and verbal.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES** - include but are not limited to:

- Obtain and maintain a thorough understanding of the financial reporting and general ledger structure.
- Ensure an accurate and timely monthly, quarterly and year end close.
- Ensure the timely reporting of all monthly financial information.
- Assist the Controller and VP of Finance in the daily banking requirements.
- Ensure the accurate and timely processing of positive pay transactions.
- Process the bi-weekly payroll of the salaried staff.
- Ensure the monthly and quarterly Bank Compliance activities are performed in a timely and accurate manner.
- Supports budget and forecasting activities.
- Collaborates with the other department managers to support overall department goals and objectives.
- Monitors and analyzes department work to develop more efficient procedures and use of resources while maintaining a high level of accuracy.
- Advises staff regarding the handling of non-routine reporting transactions.
- Responds to inquiries from the VP of Finance, Controller, and other finance and firm wide managers regarding financial results, special reporting requests and the like.
- Work with the Controller to ensure a clean and timely year-end audit.
- Supervise the general ledger group to ensure all financial reporting deadlines are met.

- Assist in development and implementation of new procedures and features to enhance the workflow of the department.
- Provide training to new and existing staff as needed.
- Handle personnel issues relating to staff conflicts, absenteeism, performance issues, etc.
- Work with each direct report to establish goals and objectives for each year and monitor and advise on the progress to enhance the professional development of staff.
- Support Controller with special projects and workflow process improvements.
- Other related duties and projects as assigned.

## **MINIMUM REQUIREMENTS:**

### Education

BA/BS in Business with an emphasis in Accounting or Finance, CPA required

### Technical Skills and Prior Experience

Five to seven years prior supervisory experience in the financial reporting/general ledger area. Experience working in manufacturing or food processing is preferred.

Must be very familiar with Generally Accepted Accounting Principles (GAAP).

Must be PC proficient and able to thrive in a fast -pace setting. Experience with Enterprise, J.D. Edwards or other large automated accounting system a plus. Must have strong experience with Microsoft Excel, Access and Word.

Ten key by touch required.

Strong verbal and written communication skills.

Strong interpersonal, supervisory and customer service skills required.

Ability to multi-task, work under pressure and meet deadlines required.

Ability to work a flexible work scheduled when required.

Learn More About us at: [www.driftwooddairy.com](http://www.driftwooddairy.com)

If interested please email your resume to: [jobs@driftwooddairy.com](mailto:jobs@driftwooddairy.com)