

Job Title: Senior Accountant 0121
Reports To: CFO / Controller

Category: Exempt

Summary: Assistant to the CFO and Controller for both accounting and financial matters covering all Iwaki America businesses.

Essential Functions:

- Support the monthly accounting close, including creating and posting journal entries.
- Create the monthly reporting package, financial statement preparation and analysis. Track and analysis of accounts receivable DSO, inventory turns, accounts payable DPO, on time deliveries and returns. Include noteworthy items in a written narrative.
- Prepare monthly account reconciliations and GL Account maintenance. Includes analyzing accruals and Unicap and Reserve calculations.
- Support Annual Audit and Annual Tax Review
- Support Semi-Annual and Annual Physical Inventory
- Maintain Fixed Asset System. Analyze any capital expenditure requests not included in the annual budget.
- Provide Accounting Systems enhancements, bug fixes and follow-up along with WISE report maintenance.
- Create and maintain accounting systems documentation including functional and control policies and procedures. Identify control points and specify prevent and/or detect controls.
- Support preparation of annual tax returns.
- Work with IT Manager in ongoing development, implementation and documentation of company-wide ERP system.
- Work with Quality Manager in ongoing development, implementation and documentation of QMS
- Complete quarterly/yearly census
- Assist with managing commercial insurance
 - Prepare information needed for annual renewals
 - Support insurance carrier audits
- Work with Director of Manufacturing and Engineers to analyze margins on material:
 - Existing products – actual compared to budget. Identify margin variances related to selling price, mix and cost
 - New products – track development of prices and costs. Conduct pre-launch margin review.
- Work with IT and Executive Admin Assistant in preparation of specific sales analysis reports as needed
- Compute annual employee W2 add-ons for auto use, insurance, etc...
- Assist the CFO with special projects, as needed

Qualifications:

- *4 year degree in Accounting or a related field
- *5-10 years relevant experience
- Strong analytical and written communication skills
- Proficiency in the use of Microsoft Office software
- Ideal candidate will be bright, energetic, forward-looking and willing to concentrate on day-to-day hands-on accounting

Delegation of Authority:

- The Iwaki America Inc. Delegation of Authority Matrix is incorporated herein by reference

*Denotes essential qualification