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JOB DESCRIPTION

JOB TITLE: ACCOUNTING MANAGER

Employee: New Hire
FLSA Status: Exempt
Department: Accounting
Reports to: Director of Finance

Summary: Hands on position with proven skills in accounting, inventory management, and ERP systems within a manufacturing environment.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Monthly close process, financial reporting, analysis
- Lead and oversee accounting staff functions for A/P, A/R, Collections, Banking
- Ensure that the credibility and integrity of accounting data is maintained in compliance with GAAP and the administration of internal controls
- Support management in evaluating financial implications of various programs, projects and strategies
- Provide support for internal audits and Sarbanes-Oxley requirements
- Manage month-end close including:
 - Generate/coordinate journal entries
 - GL Account review and reconciliation
 - Reporting
- Support revenue and COGS recognition for long-term contracts
- Reconcile long term contracts
- Cost Accounting to include:
 - Standard costs review
 - Labor Reporting
 - Inventory excess/obsolescence review
 - Annual physical inventories management and reconciliation
- File sales tax returns
- ERP system file maintenance
- Review customer credit limits
- Manage all banking responsibilities

QUALIFICATION REQUIREMENTS:

- BS in Finance or Accounting
- 8+ years of related Accounting Manager experience in a small or medium-sized company
- Experiences with ERP systems, Visual Manufacturing experience a strong plus
- Proficient with MS Office applications, very strong with Excel, & MS Access
- Excellent analytical, verbal, written, presentation and follow-through skills
- Proven interpersonal, leadership and mentoring abilities.