

  Engineered Solutions. Trusted Results.	JOB DESCRIPTION CODE:	
	REVISION DATE:	12/26/2018

JOB TITLE: Accounting Supervisor	SHIFT: 1
DEPARTMENT: Finance	LOCATION: New Haven, CT
REPORTS TO: Finance Manager – Bilco	FLSA STATUS: Exempt

POSITION PURPOSE:

- The Accounting Supervisor will report to the Finance Manager for the Bilco business unit of Amesbury Truth in North America (US, Canada, & Mexico). The role will be responsible for overseeing the accounting department’s daily operations and financial functions. This position includes coordinating and managing daily transactions, accounting responsibilities, and performing analysis and corrective action recommendation where required in a continuous improvement environment. This position requires strong accounting, written and verbal communication, and organizational skills.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Manage team of 3 – Staff Accountant, Accounting Assistant, and Temp Accountant
- Monitor the daily performance of the accounting department
- Ensure Bilco financial accounting is accurate and effective
- Safeguard the security and proper handling of financial business transactions
- Responsible for Bilco Company General Ledger (B/S & P/L), includes coordination of all processes
- Coordination and execution of month end close activities and analysis for entities of Bilco Company, assist with variance explanations
- Prepare and ensure accurate consolidation information is loaded into the HFM consolidation tool for Bilco B/S - Actuals and Flash
- Review Balance Sheet accounts for above areas to ensure completeness and compliance to company policies, includes follow-up and resolution of reconciling items
- KPI Reporting, Internal/External Intercompanies, Inventory Management, Bilco Close Calendar, and other various duties
- Manage Sales Tax software and filings
- Audit- Assist with internal/external auditors, monitor requests
- Identify ways to streamline accounting operations and ways to improve the department
- Maintain the cooperation and support of team members company-wide through effective interdepartmental communication, includes Corporate Controller and A/P & A/R teams in remote offices
- Ability to perform project work and financial analysis including business unit requests and assist as requested with ad hoc projects and analysis
- Establish accounting policies and procedures, aligned with company targets
- Work with various systems, ensure reconciliation of data, and identify opportunities for process improvement

KNOWLEDGE / SKILLS / ABILITIES:

- Highly self-motivated/detail oriented individual with strong organization skills
- Ability to analyze and interpret operating results and complicated data and prepare concise, accurate, and timely reporting
- Ability to assess range of outcomes and risk, evaluate opportunities, and present conclusions
- Strong systems skills including ability to utilize Hyperion, Excel, Word, PowerPoint, and other software as necessary
- Ability to present financial data using detailed reports and charts
- Confidentiality in handling sensitive financial information
- Strong work ethic and sense of personal responsibility for work outcomes
- Possess strong communication skills (verbal, written, and interpersonal)
- Ability to work in a team environment, build strong relationships, and influence up and down in the organization
- Proven ability to work on multiple projects simultaneously and multi task as necessary to meet deadlines
- Demonstrated ability to initiate and lead process improvement

QUALIFICATIONS / PRIOR EXPERIENCE:

- Bachelor's degree in Accounting or Finance
- 7-10 years of experience in General Accounting
- Supervisory experience preferred
- Hyperion, HFM SmartView, and integrated ERP system experience preferred

WORK ENVIRONMENT/OTHER REQUIREMENTS:

- Must be able to use normal office equipment (scanner, printer, copier, computer)
- Schedule often requires working alone in the office
- Ability to travel domestically on occasion
- Must be able to talk/hear/sit for prolonged periods of time
- The work performed is conducted in a climate-controlled facility with moderate noise levels that are within OSHA limits.

The above statement reflects the general details considered necessary to describe the principal functions of the job identified, and shall not be construed as a detailed description of all the work requirements that may be inherent in the job.

Interested candidates please submit resume to careers@amesburytruth.com.