



Job Title: Accounting Supervisor

JOB SUMMARY

Accounting Supervisor is responsible for handling a wide range of accounting, payroll and administrative functions. Must have the ability to interact with staff with a high degree of professionalism and accuracy.

REPORTING TO **Plant Manager**

ESSENTIAL JOB FUNCTIONS

- Create Month End Journal Entries including accruals and intercompany allocations. Verifying and completing adjustments as needed, and preparing closing entries.
- In conjunction with Human Resource oversees payroll functions, records changes affecting net wages, employment changes, new hires, terminations and transmits payroll.
- Reconciles various transactions and accounts such as prepaid accounts, liability accounts, bank statements, investment accounts, fixed asset purchase, corrections to accounts receivable or accounts payable, and so forth.
- Support accounts Payable and Receivable activities to ensure accuracy and timeliness of invoice creation and entry.
- Providing accounting expertise and financial administration advice to other accounting staff.
- Support the cost accounting function.
- Preparing various financial analyses and summary reports.
- Supervise and train accounting team. Understand and perform all job functions in department.

SKILLS AND ABILITIES

- Knowledgeable in Microsoft Office Suite, MRP/ERP skills/experience
- Basic accounting knowledge such as debits and credits
- Positive attitude
- Strong verbal and written communication skills
- Maintain a positive atmosphere by acting and communicating in a manner which facilitates the success of the team. Provide strong leadership through coaching and mentoring.
- Collaborate with other departments.
- Experience with payroll systems and payroll records
- Ability to maintain confidentiality

EDUCATION AND EXPERIENCE

- AA degree in business desired
- Three (3) years of experience