

Director of Accounting

Reports to: Chief Financial Officer

Classification: Exempt / Salaried

JOB SUMMARY:

The Director of Accounting is responsible for all accounting functions for the organization. This person will also be responsible for implementing and maintaining a system of internal controls that will ensure the company assets are adequately safeguarded and that all financial reporting is prepared in compliance with all financial policies and US GAAP. Additionally, this role is responsible for all regulatory reporting requirements and permits and some general company administrative duties.

ESSENTIAL FUNCTIONS:

1. Lead the Accounts Payable and Accounts Receivable teams assuring timely payments and customer receipts.
2. Perform month-end duties assuring accuracy and reliability of company financial statements.
3. Oversee company receiving and transfer processes assuring accurate inventory movement.
4. Ensures that company financial records are maintained in compliance with company policies and US GAAP. Responsible for reviewing monthly/quarterly account reconciliations and other documents to ensure accuracy and compliance.
5. Coordinates work relating to the company's annual external accounting review of the company financial records.
6. Provide key understanding to monthly financial variances to determine impact on the remainder of the year.
7. Provide oversight for all areas of fixed asset accounting, including capex reporting and compliance with policy.
8. Identify any process issues and/or develop enhancements to ensure efficient and effective daily processing of all company transactions.
9. Coordinate with outside tax firm to provide required information for accurate tax preparation, payments and planning.

REQUIREMENTS:

1. 7 years of accounting experience with at least 2 years of direct supervisory experience.
2. Demonstrated ability to work collaboratively across department functions.
3. Experience in analyzing business performance to identify financial risk and opportunities going forward.
4. Strong knowledge of US GAAP, internal controls and financial reporting, required.
5. Excellent communication and leadership skills are mandatory.
6. Bachelor's degree in Accounting