

Company Description

Unison Solutions, Inc., an Employee-Owned Company (ESOP) is a U.S.-based manufacturing company specializing in the design and production of biogas conditioning and upgrading systems, including BioCNG membrane and Amine upgrading technologies. Located in Dubuque, Iowa, we manufacture, assemble, and factory test all our systems on-site. Our service team performs equipment start-up, commissioning, training, and ongoing maintenance. We excel in biogas purification, offering solutions for hydrogen sulfide and siloxane removal, CO₂ removal, compression, moisture removal, and gas quality monitoring. Additionally, we provide gas analysis and replacement media services for any biogas systems.

Summary: The high-caliber Finance Manager oversees the day-to-day financial operations of the organization, ensuring accurate financial reporting, effective internal controls, and compliance with applicable regulations. This role collaborates closely with leadership to support cash management, budgeting and strategic decision-making. The ideal candidate is detail-oriented, analytical, and capable of balancing hands-on work with leadership responsibilities.

This position is envisioned to be a "growth-track" role. While the individual will initially focus on mastering the accounting and cash management functions, they will be given increasing responsibility over budgeting, forecasting, and departmental leadership as they mature into the position.

Essential Duties: Essential job duties for this position include the following items. Other duties must be performed as assigned or required.

- Oversee daily accounting functions, including accounts payable, accounts receivable, payroll processing, and general ledger maintenance.
- Lead the month-end and year-end close process to ensure timely and accurate GAAP-compliant financial statements.
- Prepare, review, and ensure timely completion of monthly, quarterly, and annual financial statements.
- Reconcile accounts and analyze variances to ensure financial accuracy and integrity.
- Maintain and improve internal controls to protect company assets and ensure compliance with financial policies.
- Partner with the CFO on the annual budgeting and quarterly reforecast process.
- Monitor budget performance and provide clear, actionable insights to leadership.
- Oversee cash flow management, banking activities, and liquidity planning.
- Conduct and/or support financial analyses to support business cases, cost savings initiatives, and operational improvements.
- Provide leadership with timely and relevant financial metrics, dashboards, and KPIs.
- Maintain a consistent and exceptional awareness towards safety
- Implement sound decisions, take responsibility for decisions, and evaluate the effects and effectiveness of the decisions
- Act as the primary point of contact for external auditors and tax preparers.
- Identify opportunities to automate manual processes and improve the "quote-to-cash" cycle.
- Uphold, support, and promote all company policies and procedures

Supervisory Responsibilities: Responsible for supervision of the Finance staff and are expected to grow the department as the company grows.

Qualifications: To perform this job successfully, the individual in this position must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the minimum knowledge, skills and ability required.

Education/Experience:

- Bachelor's degree in accounting, finance, management or related field required
- Certified Public Accountant (CPA) and/or MBA designation preferred
- 5 plus years' experience in financial management
- Knowledge in the fields of management, engineering, production and automation, desired
- Strong management, presentation, and customer relationship skills
- Ability to communicate effectively
- Experience with Microsoft Office Suite, and accounting/customer relations software