UNISON
Employee Owned

Position Description

Title: Accounting Manager

Department: Administrative

Reports To: Chief Financial Officer

FLSA Status: Exempt

Summary:

The Accounting Manager leads and personally performs the day-to-day accounting 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 comfortable rolling up their sleeves to do the work directly while building the processes and team the department needs to scale.

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 and the team grows. For the right candidate, this role offers a path to progressively senior leadership within the finance organization.

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

- Perform and oversee daily accounting functions, including billing and accounts receivable, accounts payable, outsourced payroll processing, sales tax reporting (coordinating with external support) and general ledger maintenance.
- Manage cash flow, banking activities, and liquidity planning, including short-term cash forecasting.
- Lead and perform the month-end and year-end close process to ensure timely and accurate GAAP compliant financial statements.
- Reconcile accounts and analyze variances to ensure financial accuracy and integrity.
- Account for long-term projects using the percentage-of-completion (over-time) method, including job costing, work-in-progress schedules, and inventory valuation.
- Develop, document, and maintain accounting policies, procedures, and close checklists to support a growing team.
- Maintain and improve internal controls to protect company assets and ensure compliance with financial policies.
- Provide leadership with timely and relevant financial metrics, dashboards, and KPIs
- Act as the primary point of contact for external auditors and tax preparers.

- Support the implementation of a new ERP system in 2027
- Future: Responsibility for preparing and/or reviewing the timely completion of monthly, quarterly, and annual financial statements.
- Future: Partner with the CFO on the annual budgeting and quarterly reforecast process.
- Future: Monitor budget performance and provide clear, actionable insights to leadership.
- Conduct and/or support financial analyses to support business cases, cost savings initiatives, and operational improvements.
- Maintain a consistent and exceptional awareness towards safety
- Implement sound decisions, take responsibility for decisions, and evaluate the effects and effectiveness of the decisions
- 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 supervising the Accounting staff and expected to build and grow the department as the company grows. Until the team is further developed, this individual will carry a significant individual workload alongside supervisory duties.

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+ years of progressive accounting experience, including ownership of the month-end close; manufacturing or project-based industry experience strongly preferred; public accounting experience a plus
- Experience supervising and developing accounting staff
- ERP implementation or system conversion experience preferred
- Versatility and willingness to get in the details, problem solve and do the work as well as assess, lead and make decisions that impact accounting, finance and business decisions.
- 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
- Experience accounting for large projects using the percent complete method and managing the related accounting and activities for royalties, rep payments and service contracts

Language Skills:

- Ability to read, analyze, and interpret general accounting rules, business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports and business correspondence.
- Ability to effectively present information and respond to questions from the leadership team.

Mathematical Skills:

- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.

Reasoning Ability:

- Ability to solve practical problems and deal with a variety of concrete variables in situations where limited standardization exists
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form

Certificates, Licenses, Registrations:

- Valid Driver's License required; CPA preferred

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Ability to meet in person with internal and external individuals.
- Ability to physically inspect manufacturing inventory and work-in-progress projects to verify accuracy of accounting records.
- Ability to lift and move products, paper, office supplies, files, etc.
- Vision requirements listed are primarily applied to the use of computers, telephones, other office machines and color-coded files.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job.

Environmental: occasional welding fumes, grinding dust, chemical vapors and noise levels that may not exceed 85 dBA.