



JOB DESCRIPTION

Job Title: Finance Manager
Facility: Brooklyn Park
Department: Accounting
Reports to: Chief Financial Officer

SUMMARY

To manage and provide hands-on support for Accounts Receivable, Credit and Collections, Pre-Invoice, Invoicing, Job Analysis functions and Inventory Management.

ESSENTIAL DUTIES AND RESPONSIBILITIES include but are not limited to the following. Other duties may be assigned as needed.

- Manages accounts receivable & billing staff: trains, monitors and evaluates staff performance and conducts reviews.
- Maintains and updates job descriptions as needed.
- Manages billing process, ensuring accurate and timely billing.
- Lead cost accounting architect for Company; analyze and maintain labor & overhead rates to ensure accuracy and appropriateness of methods.
- Prepare job performance analysis, including verifying accurate material and labor charges.
- Manages inventory tracking system to record deliveries, shipments and stock levels.
- Accounting of inventory related to month-end close and responsible for accurately reconciling assigned balance sheet accounts with supporting documentation.
- Works with Sales and IT to set up unique customer programs and the inventory management and periodic invoicing associated with the new program.
- Oversees credit management, customer set-up and collection activity, working closely with AR Specialist.
- Monitors and manages customer credit exposure for all customers on an on-going basis.
- Maintains customer sales tax status documentation.
- Oversee payment overages, shortages, and credit memos.
- Perform duties of other Accounting Team members in their absence or as needed.
- Special projects within the AR department or working with the CFO on financial and cost accounting issues.

QUALIFICATIONS

- 5-8 years of accounting management experience.
- Credit, collections and costing experience.
- Bachelors' Degree in Accounting or equivalent experience a plus.

PHYSICAL REQUIREMENTS

- Constant strong communication, sitting, and working on a computer.
- Frequent walking & standing.
- Occasional lifting 20+lbs, pulling, pushing, bending, reaching, kneeling, stooping, climbing stairs.

Occasional: Occupation requires this activity up to 33% of the time (0 - 2.5 hrs./day of 8-hour day)

Frequent: Occupation requires this activity from 33%-66% of the time (2.5 - 5.5+ hrs./day of 8-hour day)

Constant: Occupation requires this activity more than 66% of the time (5.5+ hrs./day of 8-hour day)