



Job Title: Accounting Manager
Department: Finance
Reports to: Senior Vice President of Finance
Status: Exempt

Job Summary:

Accounting Manager position is responsible for organizing accounting records, coordinating accounting activities internally and with corporate office, maintaining books and records, ensuring accuracy and timeliness of periodic reporting, and directly supervising Accounts Payable and other accounting personnel.

Essential Job Duties:

- ◆ Develop and maintain Company Accounting principles, practices and procedures in accordance with GAAP and Corporate Office personnel
- ◆ Obtain and maintain a thorough understanding of the Company's general ledger and financial reporting structure
- ◆ Oversee activities to ensure an accurate and timely monthly, quarterly and year end close
- ◆ Maintain Chart of Accounts, Cost Centers, GL Mapping
- ◆ Manage the overall maintenance of general ledger accounts, including monthly accruals and periodic reconciliations
- ◆ Monitor Petty Cash and other Cash Accounts and Cash Flow on a daily basis
- ◆ Play a key role in budgeting and forecasting activities
- ◆ Coordinate with Auditors (Semi and Annual Audit)
- ◆ Directly supervise Accounts Payable personnel
- ◆ Supervise allocations of Shared Expenses to multiple Business Units
- ◆ Review/Develop Manual Invoicing and Credits, as needed
- ◆ Interact with other Company Personnel to ensure proper communication, recording, reporting and reconciliation of accounts/financial activity on a daily basis
- ◆ Coordinate with corporate personnel
- ◆ Other assignments, as needed

Minimum Qualifications:

- ◆ BS Degree in Accounting
- ◆ Minimum 5 Years hands-on experience in a Manufacturing Environment
- ◆ Supervisory experience over accounting functions (AP, etc)

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- ◆ Experience in a divisional environment with Corporate reporting requirements
- ◆ Experience in a dynamic environment, dealing with growth and change
- ◆ Some international experience preferred, including foreign currency transactions

