

JOB SPECIFICATION / JOB DESCRIPTION

July 7, 2021

JOB TITLE: Accounting/Operations Specialist

REPORTS TO: Controller

PAY STATUS: Salary - \$55K - \$59K Annually -Based Upon Experience

POSITION: Professional

GENERAL DUTIES:

This position is responsible for multi-functional administrative support duties across the areas of finance/accounting, operations, sales, and quality. It requires data entry, recordkeeping, reporting, analysis, and overseeing specific job functions as outlined below.

SPECIFIC JOB FUNCTIONS:

- Finance and Accounting functions:
 - Assist with financial and strategic plan reporting, including bank reconciliation
 - Facilitate Accounts Payable duties
 - Administer Accounts Receivable duties, including collections and electronic submission of ASN's for shipments
- Operations functions:
 - Enter manufacturing production data
 - Create and distribute downtime and efficiency reports
 - Analyze reports related to manufacturing operations planning
 - Facilitate monthly physical inventory counts and enter necessary adjustments
 - Input data entry transactions for scrap reporting and inventory maintenance
 - Assist the backup shipping position with preparation of shipping documentation
- Sales Quotation functions:
 - Compile cost sheets to assist the sales team in quoting activities
- Quality functions:
 - Monitor and obtain updated quality system and insurance certificates from our suppliers

KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE OF:

- A. Accounting practices, compliance, and controls
- B. General manufacturing operations reporting concepts
- C. Inventory control practices
- D. Business math and business English and composition
- E. General quality & environmental systems
- F. Company policies

SKILL IN:

- A. Proficient use of Excel, Word, PowerPoint, and Outlook, accounting/ERP software, and other general office equipment.
- B. Ability to successfully work in a team environment
- C. Accurately compile and analyze numerical data

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D. Effectively communicate with appropriate verbal and written reasoning

ABILITY TO:

- A. Understand, communicate, and follow oral and written instructions
- B. Compare, differentiate, assemble, classify, tabulate, and analyze data accurately
- C. Perform detailed recordkeeping and filing tasks
- D. Maintain confidential records and information
- E. Use of courteous and professional communication
- F. Exert moderate physical effort in performing work.
- G. Manage projects with proper follow through to meet deadlines
- H. Work on multiple tasks while remaining organized
- I. Prioritize own workload and work independently
- J. Use independent judgment in decision-making and solves problems with minimal supervision

EDUCATION AND EXPERIENCE

Associate or higher degree in Accounting, Business Administration, Finance, or Equivalent; a minimum of two years experience in a business position preferably with accounting/finance exposure; or any combination of education, training, and experience which provides equivalent knowledge, skills and abilities.

*The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.