



Position Title: **Financial Analyst**, Salaried, Exempt

Reports To: Controller

Position Summary:

Leading manufacturer of mechanical jacks and actuators is seeking a Financial Analyst to assume a strategic role in the Accounting and Finance Department of the Company. This position will have responsibility for oversight of financial analysis and reporting, inventory and costing analysis, accruals and reconciliations, as well as Sarbanes-Oxley ("SOX") 404 compliance and reporting activities of the Company. The Company is headquartered in Dayton, OH with two separate operating divisions in Indiana and Connecticut. Company is a subsidiary of a public company located in Washington, D. C.

Essential Duties and Responsibilities:

- Maintain fixed asset records in BNA (fixed asset software); review and manage Construction in Progress (CIP) accounts; reconcile CIP subledger with division CAPEX trackers and lead twice monthly CAPEX meetings with division managers.
- Management of lease accounting and monthly reconciliations.
- Prepare and maintain files for all month-end journal entries and account reconciliation/analysis.
- Preparation of monthly draft financial statements and internal distribution of final statements.
- Manage daily cash receipt entry in Kinetic (Epicor) ERP.
- Manage the daily P-Card reconciliation process on a weekly basis. Seek receipts from cardholders as appropriate, and make payments by credit card when applicable.
- Manage and determine efficiency improvements for AP entry relating to freight invoices.
- Monitor and delegate the Team AP & Accounting email boxes. Ensure team follow-up of email questions and requests.
- Prepare weekly Cash Requirements batches for proposal of supplier payments.
- Manage Cycle Counting and Physical Count programs at three locations.
- Prepare Warranty analysis for determining warranty accrual and expense quarterly entries.
- Create analyses for Operations and Cost Accounting items.
- Prepare Allowance for Doubtful Accounts analysis and establish meetings with Assistant Controller and Credit & Collections Manager for identification of necessary follow-up.
- Provide back-up and support to other accounting functions including AR, AP, Credit & Collections, and Cost Accounting.
- Manage annual 1099 reporting.
- Assist in special projects as necessary and perform other duties as assigned.
- Continually identify opportunities for improved efficiency and accuracy.

Qualifications & Requirements:

- Bachelor or Master's degree in Accounting and CPA license required; public accounting experience preferred.
- 4 to 7 years of experience with similar accounting responsibilities. Some experience in a manufacturing environment is preferred.
- Advanced proficiency with MS-Office applications and advanced excel skills (pivot tables, formulas, etc.) is essential.
- GSuite proficiency including use of google sheets and gmail is a plus.
- Familiarity with Epicor/Kinetic or similar fully integrated manufacturing ERP system is preferred.
- Ability to develop and deploy data analytics queries using built-in functionality of the ERP systems is a plus.
- Experience with Data Analytics tools, especially Qlik, is a plus.

Personal Attributes:

- Our ideal Financial Analyst is:
 - **Reliable, humble, creative, compassionate, tech-savvy.**
 - **Adaptable** - a team player with the ability to wear a lot of hats, loves to multitask, good at navigating change and competently meets people where they are.
 - **Approachable** - has patience to work with people at every level and is comfortable with difficult conversations. Exhibits a friendly, collaborative spirit in all encounters and gets along well with others.
 - **Trustworthy** - exudes moral integrity, firmness, and a willingness to accept responsibility. Recognizes that not everything is cut and dry and treats people with respect in a variety of situations.
 - **Curious** - gregarious, inquisitive, and willing to do the research needed to feel knowledgeable and aware of the big picture.
 - **Resourceful** - open-minded change agent and delegator who can manage up and down and recognize when to do it.
- High level of integrity and dependability with a strong sense of urgency and results-orientation.
- Willing and able to travel regionally and out of state to visit plant locations in Connecticut, Indiana and Ohio as needed for inventory and special projects, up to 5%.