



Nelson Wood Shims

500 N.W. 3rd Street • P.O. Box 395 • Cohasset, MN 55721 • (218) 328-6203 • Fax (218) 328-6205 • Email: info@shims.com

Job Title: Accounting Manager
Department: Accounting
Reports to: CFO
Employee Status: Full-time

SUMMARY

Nelson Wood Shims is in search of a self-directed and experienced Accounting Manager to oversee the compilation and accuracy of the financial statements and production reports. Some responsibilities include: identify and prevent discrepancies, and help setup and improve internal controls.

An effective Accounting Manager has good knowledge of accounting principles, must be organized, reliable, and able carry out tasks independently.

This is a fantastic opportunity for a professional who thrives in a busy work place, with a wide variety of responsibilities and opportunities to learn and handle new tasks.

This person will work closely with the CFO and should be willing to assist with any projects that need attention.

EDUCATION / EXPERIENCE

- Minimum 4-year college degree
- CPA preferred
- 3 years of professional work experience
- Experience in the manufacturing industry preferred
- Must have advanced Excel experience

DUTIES/RESPONSIBILITIES

- FINANCIAL REPORTING
 - Prepare the monthly financial statements
 - Create dashboard reports for monthly management meetings

***Mission Statement:** To produce quality products at a fair price, delivered on time in a clean and safe workplace where people care about each other.*

- Prepare monthly write-up of unusual or significant events each month
- Assist with budget and forecasting reports
- Assist in preparation of company wide meeting reports
- Oversee preparation for other ad hoc reports as needed
- Create monthly Production Dashboard reports

- ACCOUNTING OVERSIGHT AND GOVERNANCE
 - Oversee the accuracy of the financial information entered into ledger
 - Trouble shoot and resolve errors or issues
 - Create or improve internal controls to prevent errors and improve the process
 - Look for ways to be more efficient and effective in the process
 - Be able to train staff on proper accounting steps or use of system

- MONTH END REPORTING
 - Review and oversee the reconciliations prepared by the staff accountant
 - Perform inventory roll-forward each month – resolve discrepancies
 - Review and approve sales and use tax reports
 - Prepare and coordinate communication of consignment inventory
 - Oversee and ensure the accuracy of the inventory cost method
 - Oversee the depreciation and fixed assets
 - Manage the financial tracking of capital project spending vs. budget, along with forecasting

- PRODUCTION REPORTING
 - Oversee the accuracy of the production files used for each department
 - Review production information daily and investigate any unusual items in a timely manner
 - Continually improve the accuracy, consistency, and quality of information reported
 - Improve the speed at which production information is communicated

- BUDGET /FORECASTING
 - Prepare, update, and modify budgets and forecasts

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CHARACTER TRAITS

- A Servant's Heart: Willingness to work on any project or task
- Honest and trustworthy
- Drive to always improve the process
- Gracious attitude toward others
- Desire to see the company succeed
- Enjoys new challenges and opportunities

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