

3/16/2021



JOB DESCRIPTION

Position Title: Finance Manager

Department: Finance

Reports To: President/CEO

Reports: Staff Accountant

Basic Function/Job Summary:

The Finance Manager is the leader of the Financial Team and is responsible for administering the financial management system for Mills Manufacturing Corporation.

In addition to financial duties, the Finance Manager also directs and maintains all Computerized Information Systems for the company.

Responsibilities/Scope:

- Manage the accounting department and all aspects of accounts payable, accounts receivable, investments, cash flow and payroll
- Ensure compliance with local, state, and federal government reporting requirements and tax filings
- Issue timely monthly financial statements
- Manage all aspects of annual audits
- Provide financial analyses as needed, in particular for capital investments, pricing decisions, and contract negotiations
- Participate in the development of short and long range business plans, strategies, and projections
- Develop, implement and maintain cost system
- Responsible for all aspects of the company computer network and applications to ensure that technology remains effective and current
- Responsible for internal help desk for users of company computer network
- Manage commercial banking relationships
- Serve as a member of the administrative committee for employee benefits and interact with outside service providers as necessary
- Responsible for separate accounting for other companies with joint ownership
- Participate in strategic data analysis, research, and modeling for leadership team
- Develop trends and projections for Mills' finances
- Create financial models, analyses and business plans in support of business initiatives
- Ensure forecasting accuracy and predictability.

3/16/2021

Education Required:

Minimum: Bachelors degree in Accounting from an accredited university

Preferred: Masters Degree in Financial arena

Experience And /Or Capability Required:

Minimum: 7 years of managerial accounting experience (10 years preferred), preferably in a manufacturing environment

Must be highly detailed-oriented with a strong commitment to accuracy and efficiency.

Must be organized and adept at problem solving.

Must be highly skilled in dealing with financial and numeric data.

Must be highly skilled in use of Microsoft Office and other software applications.

Must have excellent communication skills, both verbally and in writing.

Must have excellent work habits.

Experience with Epicor system preferred.

Responsibility for Confidential Data/Confidentiality:

- Confidentiality of all privileged information relating to employees, products or management of the company will be maintained.