



Job Description

Job Title:	Senior Staff Accountant	Reports to:	VP of Finance
Department:	Finance	Travel Overnight:	0-5%
Location:	Marion, WI	Classification:	Exempt
Status:	Full Time	Last Revised:	3/12/18
GENERAL SUMMARY:			
<p>A Senior Staff Accountant is responsible for performance of general ledger accounting, preparation of financial accounts, monthly opening and closing of accounts and preparation of balance sheets. Demonstrates initiative in understanding process flows and controls.</p>			
ESSENTIAL JOB FUNCTIONS:			
<ul style="list-style-type: none"> • Generation, analysis, reviewing and communication of financial data that reflects actual finance performance against the budget and other key performance indicators • Assist and oversee the preparation of monthly, quarterly and annual entries. • Oversee preparation of accounting records, research of transactions and reports. • Perform regular and recurring accounting functions that require professional competence. • Document procedures and transactions that will later be used for financial management procedures and auditing. • Apply the financial policies and procedures of the company. • Research and collect data to be used in transactions. • Manage the process of standard costing and maintaining accurate inventory reporting • Communicate on behalf of the company to other contacts and agencies outside the company • Maintain regular attendance • Adhere to Marion Body Works Inc. Quality Policy 			
SECONDARY JOB FUNCTIONS:			
<ul style="list-style-type: none"> • Provide back-up for accounting/finance department, as needed. • Other tasks as assigned. 			
KNOWLEDGE, SKILLS, AND ABILITIES:			
<ul style="list-style-type: none"> • Proficiency in use of accounting software • Excellent written and verbal communication skills • Present a professional image in demanding situations • Ability to multi-task in a fast-paced environment. 			



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- Proficient computer skills in Outlook, Word, Excel, TCM, CRM, and Power Point.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume
- Ability to read, comprehend and analyze relevant data, instructions, correspondence and memos. Ability to write clear correspondence and present information in one on one verbal exchanges with vendors and other employees
- Strong interpersonal and team orientation skills.
- Strong organizational skills and attention to detail required.
- Demonstrate complete knowledge of mission, value, and ethics statement.

EDUCATION AND EXPERIENCE:

- Bachelor's degree in Accounting or Finance
- Prefer Certification in CPA or ACCA
- Minimum 3 years in finance, public accounting, corporate accounting experience
- Strong attention to details
- Experience in Microsoft Office, Excel and general ledger.
- PC Proficiency

PHYSICAL DEMANDS:

	Amount of Time			
	None	Up to 1/3	1/3 to 2/3	2/3 and more
Stand		x		
Walk		x		
Sit				x
Talk or hear				x
Use hands to finger, handle or touch				x
Climb or balance		x		
Stoop, kneel, crouch or crawl	x			
Reach above shoulders	x			



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Lifting	Amount of Time			
	Up to 15%	Over 15% and up to 40%	Over 40% and up to 70%	Over 70%
Up to 1 pound	x			
Over 1 pound up to 5 pounds	x			
Over 5 pounds up to 25 pounds	x			
Over 25 pounds up to 60 pounds	x			
More than 60 pounds	x			

TOOLS/EQUIPMENT/ USED:

	Amount of Time		
	Up to 1/3	1/3 to 2/3	2/3 or more
Computer, I-Pad,			x
Telephone, Cellphone, headset		x	
Copy Machine	x		
Stairs	x		
Fax Machine	x		

PROTECTIVE CLOTHING/EQUIPMENT REQUIRED:

When on Shop Floor: Require Safety Glasses, Recommend Hearing Protection, Recommend Safety shoes,

VISION REQUIREMENTS:

- Close Vision (clear vision at 20 inches or less)
- Distance Vision (clear vision at 20 feet or more)
- Color Vision (ability to identify and distinguish colors)
- Peripheral Vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)
- Depth Perception (three-dimensional vision, ability to judge distances and spatial relationships)
- Ability to Adjust Focus (ability to adjust the eye to bring an object into sharp focus)



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WORK ENVIRONMENT:

	Amount of Time			
	None	Up to 1/3	1/3 to 2/3	2/3 and more
Wet, humid conditions (non-weather)	x			
Work near moving mechanical parts	x			
Work in high, precarious places	x			
Fumes or airborne particles	x			
Toxic or caustic chemicals	x			
Outdoor weather conditions	x			
Extreme cold (non-weather)	x			
Extreme heat (non-weather)	x			
Risk of electrical shock		x		
Work with explosives	x			
Risk of radiation	x			
Travel on company business			x	

Noise typical for the work environment of this job

 x Low Noise (Examples: normal office conditions)

GENERAL NOTICE:

The statements contained in this job description describe the general nature and level of work being performed by the employee in this position. This job description does not state or imply that these are the only accountabilities and responsibilities assigned to this job. The employee holding this job will be required to perform any other job-related duties as requested by management. All job requirements are subject to possible modification to reasonably accommodate individuals with a disability.



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Senior Staff Accountant

Job Summary:

A Senior Staff Accountant is responsible for performance of general ledger accounting, preparation of financial accounts, monthly opening and closing of accounts and preparation of balance sheets. Demonstrates initiative in understanding process flows and controls.

Job Functions:

- Generation, analysis, reviewing and communication of financial data that reflects actual finance performance against the budget.
- Assist and supervise quarterly and annual entries.
- Be in charge of preparation of accounting records, research of transactions and reports.
- Perform regular and recurring accounting functions that require professional competence.



Living our Culture

MBW defines its culture with these six core values

ABOUT US:

Marion Body is an independent, family owned and operated manufacturer located in Marion, Wisconsin where the company was founded in 1905 and has been in continuous operation ever since. All our products share the same niche know-how: manufacturing specialized truck bodies that are cost competitive and stand up under the rigors of over-the-road duty. We believe every one of our customers deserves the best quality vehicle available to them. We encourage our employees to continuously improve and leverage their God-given talents, passions and abilities to do what the customer wants by manufacturing “World Class” vehicles. We have a loyal family culture and are in pursuit of creative, high-energy, engaged people who will join our family and make good on this promise.

A TRADITION OF QUALITY!

WHY CONSIDER US:

Sick of working for a company that you just don't believe in?

Are you looking to work with co-workers that want to work together to get the job done?

Looking for a way to utilize your passion and talents to impact the lives of firefighters, military & the truck workforce?

IMAGINE THIS:

- Being rewarded by creating awesome vehicles that help save lives all over the country
- Unlimited opportunity to make a significant impact within our organization
- A culture of people who look for ways to say YES instead of no!
- A rapidly growing, family-owned company that is willing to invest in you & your growth



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OUR IDEAL TEAM PLAYER:

- You drive yourself harder than anyone else could or ever would
- You are the player that when things look bleak, you'll ask "Put me in coach, I'll get it done"
- You are the player that can and will exceed expectations
- Your work ethic is proven and you want to go that extra mile.

ROLE AND BEHAVIORAL DESCRIPTIONS:

- We do what we commit to – we are responsible and accountable
- We are proactive in talking about and remedying problems and mistakes. We take responsibility for our mistakes. We figure out what happened, then we can find the "why" and prevent it in the future. We do not dwell on mistakes – it is only important that we learn from them and move forward.
- Work smarter harder not longer. We need to be both efficient and effective in all that we do.
- We continually look for ways to improve. We look for new ways, test them, and incorporate the ones that improve what we do. If "It's always been done that way", it will no longer.
- We value the role and contributions of every one of us and show that in how we treat each other. This means assuming positive intent at all times. Eliminate finger-pointing and to be part of the solution. We will perform at a significantly higher level when we operate as a team, using the best contributions of each of us.
- Contributing in objectively measurable ways to the success of all others in the organization.
- Putting my fellow leaders in the position of being the highest performing executives in the industry.

SUCCESS FACTOR SNAPSHOT:

- First 30 days – Gains insight in the accounting concepts of company.
- First 60 days – Familiar enough with company and processes to recognize when something doesn't look right.
- First 90 days – Efficient enough to be able to help others and begin cross-training with fellow co-workers
- First 6 months – Confident enough in job to function with minimal questions. Will be able to initiate and drive change
- First 12 months – Find the time to do the thing that may have been overlooked
- First 12 months – Recognize other opportunities for improvement to streamline
- Ongoing:
 - Cultivate relationships within the company to better understand the business
 - Periodically review process
 - Gladly and willingly take the initiative to provide top customer service to all
 - Accuracy in all that you do

OTHER

- Bachelor's degree in Accounting or Finance, Prefer Certification in CPA or ACCA
- Minimum 3 years in finance, public accounting, corporate accounting experience
- Pre-employment background & drug screen required
- Confidentiality provision of job
- Must have ability to multi-task and shift on the fly
- Candidates that reference "A TRADITION OF QUALITY" will be preferred candidates