



Job Title: Accounting Manager
Department: Finance
Reports to: Director of Finance
FLSA Status: Exempt
Updated: 8/18/2017

Job Summary

Coordinates all month end close, general ledger and financial reporting activities. Completes regulatory reporting requirements accurately and timely. Collaborates with leadership across the organization to learn the nuances of each Pioneer facility. Provides financial analysis to Operations, Sales and Pricing to help drive Sales and EBITDA growth.

Essential Job Duties/Responsibilities

- Supervises accounting staff and supports their professional development
- Sets departmental goals, monitors performance trends and drives goal achievement
- Leads team through successful completion of month end closings
- Prepares balance sheet account reconciliations for technical, complex accounts
- Monitors and reviews journal entries and account reconciliations completed by others
- Compiles and publishes financial packages to divisional and departmental leadership
- Attends monthly financial review meetings with divisional and departmental leadership
- Prepares monthly financial presentations for senior leadership and key stakeholders
- Calculates debt covenants, borrowing base and income tax estimates
- Ensures regulatory filings are completed on a timely and accurate basis
- Prepares for and coordinates financial, bank, insurance and tax audits
- Assists with all phases of the annual budgeting process
- Manages chart of accounts and financial reporting hierarchies and dimensions
- Maintains process documentation for all accounting policies and procedures
- Provides timely financial analysis to operations to assist with driving cost reductions
- Publishes a monthly analysis of key cost drivers to help monitor price vs. usage trends
- Maintains standard cost tables and publishes reports that highlights cost fluctuations
- Researches assumptions and provides analysis for forecasting and budgeting purposes
- Contributes to other projects and initiatives, as assigned

Education/Qualifications

- Bachelor's degree in Accounting required; *Master's degree and/or CPA preferred*
- 4-7 years of progressive accounting experience; *Public Accounting experience preferred*
- Solid experience using all Microsoft Office products; *Advanced Excel skills required*
- Experience using an ERP system; *Microsoft Dynamics AX experience a plus*
- Experience in budget preparation and financial analysis required
- Treasury/Banking experience preferred, but not required
- Occasional travel required, as necessary

Personal Attributes

- Strong verbal and written communication skills required
- Ability to work independently, complete assignments without close supervision
- Ability to influence senior management, divisional leadership, peers and others

- Solid investment in process and systems improvement
- Leadership acumen and the ability to develop people
- Strong attention to detail

Training Requirements

Refer to training matrix.

I acknowledge that I have read my assigned Job Description. I understand and agree to perform these duties and responsibilities as outlined above and affirm by my signature below:

Signature

Date

Printed Name