

# JOB DESCRIPTION

**Title** Accounting Manager  
**Date** March 2021  
**Location** 1230 Ontario Road, Green Bay, Wisconsin 54311

## Who We Are

Séura is a rapidly growing design technology company in Green Bay, Wisconsin. We believe in the perfect harmony of technology and design so homeowners, hotel guests, and commercial patrons can get more out of every space. For us, that means we design and fabricate the world's best Lighted Mirrors, TV Mirrors, and Weatherproof Outdoor TVs. To learn more about our company, visit us at [www.seura.com](http://www.seura.com).

## Who You Are

You are an experienced, hands-on, financial professional who will assist the CFO in providing timely, accurate information to various department heads and executive management to enable the company to drive continued, rapid, profitable growth. You understand and have experience with manufacturing costing structures and opportunities and can work cross-functionally to improve financial performance. You are comfortable with change management and excited about the opportunities that provides. You are curious and have a natural propensity for digging deep into the story behind the details as they relate to the broader picture. You are driven to do things right. If this is you, let's talk about how you can make an immediate impact at Séura!

## More details

- Prepare monthly, quarterly, and annual financial reporting packages.
- Manage the development of cost estimates and standards and provide reports on fluctuations and variances.
- Assist the CFO in preparing the annual budget and planning process.
- Provide applicable variance analysis to the CFO to ensure financial accuracy and efficiencies.
- Perform monthly journal entries, balance sheet reconciliations and month-end close procedures for preparation of monthly financial statements.
- Assist the CFO in developing an effective, efficient forecasting framework to enhance forward looking financial views.
- Manage accounts receivables and payable, with the corresponding cash receipts and payments.
- Review and finalize bi-weekly company payroll processing.
- Calculate debt covenants, borrowing base and other externally required financial reporting.
- Assist the CFO in monitoring cash flow and other capital requirements along with multi-year cash flow projections.
- Maintain process documentation for all accounting policies and procedures.

## Success requires the following

- Proven experience in manufacturing product costing and inventory valuation.
- Demonstrated experience in financial statement preparation and analysis.
- Solid financial planning and forecasting experience.
- Detailed understanding of cash management including accounts receivable and payables best practices.
- Highly organized, analytical, ethical, clear communicator with a strong eye for details
- Bachelor's degree in Finance or Accounting.
- Experience with Microsoft Office Products, including advanced skills in Excel.
- NetSuite experience desired.

- CPA or CMA preferred

We have a culture that supports a commitment to family, balance, and wellness. Séura offers a complete benefits package, Paid Time Off and holidays, 401(k) plan with company match, flexible summer hours, and an employee wellness program.

Send us your résumé and an introductory letter telling us why you're the next excellent addition to the Séura team.

**Job Type:** Full-Time

### **Benefits**

- 401(k) matching
- Dental insurance
- Vision insurance
- Disability insurance
- Employee assistance program
- Health insurance
- Life insurance
- Paid time off
- Séura Fit Program
- Professional development assistance
- Referral program

### **Schedule**

- Monday - Friday