



Position Title: Accounting Manager

Posted: 05/29/2018

Reports to: Amy Zemke
Grade: 306
Location: Neenah

About the job...

The purpose of the Accounting Manager position is to provide general accounting support, which will require working closely with specific members of the operations accounting team. The Accounting Manager will assist with the full accounting cycle in ensuring the sound application of accounting principles and controls, while maintaining accuracy of the data. The Accounting Manager will also manage the company's accounts payable function, including employee expense reporting and credit cards.

Key areas of responsibility include:

- Actively participate in month-end, quarter-end, and year-end closes by preparing journal entries, monthly account reconciliations, bank reconciliations, and accurate supporting information needed for financial statement preparation.
- Assist in the development and documentation of financial policies, procedures, and work instructions, making sure they are current and in-line with sound internal controls.
- Ensure accounting transactions are coded accurately. Identify, address and correct any transaction reporting inaccuracies through review prior to submission of ledger to be used in preparation of financial statements.
- Act as direct liaison between corporate accounting team and operations accounting team to ensure transactions for international facilities are recorded properly into the company's ERP system based on U.S. GAAP.
- Assist in completion of sales, purchase and use tax administration.
- Assist with financial and tax audits, including interaction with external auditors.
- Manage accounts payable process, inclusive of employee reimbursements and credit card reconciliations.
- Assist in the development, documentation and implementation of accounts payable-related accounting policies and procedures. Ensure such systems and procedures comply with company policies, accounting practices and applicable regulations.
- Coach and develop accounts payable associates.
- Perform other duties as assigned.

Education and Experience

- Bachelor's degree in Accounting or Finance.
- 5-7 years professional experience with general and/or cost accounting
- Initially, some travel will be required for training/transition of duties. After that, travel is expected to be limited.

Qualifications

- Must be proficient in maintaining procedures and controls in all accounting cycles.
- Proficient computer systems knowledge in business application systems, personal computers, spreadsheets and databases, and ERP systems. (MSWord, Excel & Outlook)
- Excellent analytical skills with attention to accuracy and detail.
- Proven track record to meet deadlines, handle multiple priorities, and work well under pressure.
- Continuous improvement focus.



- Supervisory or leadership experience.
- Strong written and oral communication skills and excellent inter-personal skills.
- Ability to interact with all levels of the organization.

As a key member of the team, this role must demonstrate TIDI Products, LLC's Core Values, Guiding Principles, be an agent of change, and be committed to a customer focus value discipline.

If you are interested in applying for this position, please submit resume and TIDI job application form to Human Resources by June 4th. Thank you.