



## **Finance Manager**

With over 40 years' experience in custom product packaging, direct marketing, and printing, Outlook Group Packaging & Printing Solutions understands clients' needs and how to support their supply chains. OG serves customers in the food and beverage, private label, personal care, consumer healthcare packaging, consumer products, and contract packaging markets with innovative packaging solutions including labels, shrink sleeves, folding cartons, flexible packaging, fulfillment, and contract packaging solutions.

The Finance Manager manages the accounting operations of the company, to include the production of periodic financial reports, maintenance of an adequate system of accounting records, and a comprehensive set of controls and budgets designed to mitigate risk, enhance the accuracy of the company's reported financial results, and ensure that reported results comply with generally accepted accounting principles or international financial reporting standards.

### **Responsibilities:**

- Oversees the flow of cash and assets.
- Assesses risk of all financial transactions executed by organization personnel.
- Collects data to analyze the present and future financial status of the organization.
- Directs activities involving implementation of customer credit and invoice functions.
- Establishes procedures and internal controls for custody and control of the company's assets, records, collateral, and securities to ensure safekeeping.
- Compiles and reports financial data as required by organization and government regulations.
- Interprets and applies corporate financial policies, government legislation, and accounting theory.
- Prepares reports needed to satisfy tax and regulatory requirements and government compliance.
- Process or oversee the payroll processing function.
- Oversees the Accounts Payable function.
- Oversee external audits, as required.
- Supervises the Accounts Payable Clerk and Payroll and Credit Specialist.

### **Qualifications:**

- Bachelor's degree in Finance or Accounting and four to ten years of experience; or equivalent combination of education and experience
- CMA or CPA preferred
- Previous management experience required
- Strong oral and written communication skills
- Ability to work collaboratively with teams throughout the organization

We offer a friendly, collaborative, and engaging work environment as well as a great benefit package.

Complete an online application or email your resume to [hrteam@outlookgroup.com](mailto:hrteam@outlookgroup.com) for consideration.