



Job Description

Director of Accounting

Position Summary:

This position is responsible for managing and overseeing our Consolidated/GAAP accounting operations, including monthly close cycle, internal control and policy development. This includes performing timely and accurately the accounting and recording of the Company's transactions as well as providing key financial and other reports to Management. Additionally, this position oversees the financial internal control environment to ensure compliance with Sarbanes-Oxley.

Responsibilities:

- Manage timely and accurate preparation of monthly, quarterly, and annual financial accounting results through the close and consolidation process;
- Evaluates departmental performance and makes adjustments to daily operations when needed to ensure the department meets overall goals and objectives;
- Provides training, guidance, and direction to accounting staff to ensure work is performed in an efficient, timely, and knowledgeable manner;
- Works closely with entire accounting team to ensure proper communication across the respective teams; and joint efforts to address any accounting, auditing, and internal control issues that arise to reach acceptable resolutions;
- Oversee all aspect of SOX compliance and certification process, including updating the methodology, risk-based scoping, process narrative and walk-throughs, update process documentation, documentation of controls, etc.;
- Identify, mitigate, monitor and manage vendor risks and assist in meeting regulatory and compliance requirements;
- Establish, implement, and monitor appropriate internal controls and policies to ensure conformance and compliance with US GAAP and other statutory requirements (Sarbanes-Oxley);
- Develop control documentation for newly acquired businesses or significant changes in business cycles;
- Create and maintain strong relationships with control owners and ensuring proper documentation of all policies and procedures applicable to key controls of significant processes;
- Work closely with internal audit and external auditors throughout the year to coordinate efforts to support audits, as necessary.

Knowledge and Skills:

- Knowledge of audit principles and standards
- Knowledge of GAAP and SEC reporting
- Clear understanding and practical application of planning, budgeting, investing, SOX and COSO framework
- Strong analytical, financial and systems skills required
- Effective oral and written communication
- Critical Thinking and Analysis
- Organization and Prioritization skills

- Tenacity & Ethics
- Technology proficiency (word, excel, access) should be above average

Education and Experience:

- Bachelor's Degree in Accounting
- MBA/CPA preferred but not required
- 10 + years progressive experience in Accounting with broad financial and accounting management experience

Physical requirements:

- **Sedentary Work.** Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
- **Visual Acuity.** Required to have close visual acuity to perform activities such as: preparing and analyzing data and figures, viewing computer terminal, extensive reading.
- **Reaching.** Extending hand(s) and arm(s) in any direction
- **Fingering.** Picking, pinching typing or otherwise working primarily with fingers rather than with whole hands
- **Repetitive Motion.** Substantial movements (motions) of the wrist, hands and/or fingers.
- **Talking.** Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.

Department: Accounting/Finance

Reports to: Chief Financial Officer

FLSA Status: Exempt

Position Level: Management (Personnel Reporting)