

Driftwood Dairy, Inc.
EMPLOYMENT OPPORTUNITY

JOB TITLE: Accounting Manager
STATUS: Exempt Position (Paid on bi-weekly salary basis)
REPORTS TO: Financial Controller
LAST UPDATED: September 2023

SUMMARY:

The Accounting Manager will be responsible for the accounting / bookkeeping function audit interface, account analysis, financial reporting, payroll and banking. They will collaborate with the Financial Controller, HR Manager and CEO to make decisions regarding the company's financial strategy and operations. The Accounting Manager should possess a strong background in accounting, finance, banking, payroll and general management. This individual prepares and maintains the books and records of the company and delivers recommendations to the Financial Controller, the organization's accounting firm(s) and other respective stakeholders.

DUTIES:

- Provide leadership, direction and management of the accounting team.
- Maintain daily bank reporting and monthly bank account reconciliation.
- Prepare monthly journal entries and account roll forward reporting.
- Assists in financial reporting (internal and external).
- Prepares work papers supporting the annual financial audit, workers compensation payroll audit and income tax return.
- Prepares journal entries required to reflect monthly activity.
- Maintain a system of controls over accounting and financial transactions.
- Prepare external reporting such as Property Tax, CDFA, Sales Tax, Delaware Franchise Tax, 1099, 1095 and BEA.
- Maintain the books and records for the company in compliance with records retention policy and/or guidelines.
- Process bi-weekly nonunion payroll. Maintain payroll reporting.
- Review and approve transactions in VP Finance absence.
- Maintenance of Fixed Asset records.
- Other duties and projects as assigned.

MINIMUM REQUIREMENTS:

- 10+ years in accounting preferably manufacturing, 5+ years in a leadership position. ADP experience desired.
- Bachelor's degree or comparable experience. CPA/CMA preferred.
- Solid systems knowledge experience, experience with ERP implementation or conversion. Strong experience with **Oracle NetSuite a big plus**
- Strong communication skills. Vietnamese desired.

WORKING CONDITIONS: Works in a fast-paced office environment.

MISCELLANEOUS:

This job description does not list all the job duties and/or potential projects of this position. Duties listed are subject to change based on business and/or management needs. Management reserves the right to revise this job description at any time.

No Relocation Available

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If interested please email your resume to: jobs@driftwooddairy.com