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| Job Title | Corporate Finance Administrator | | |
| Department | Accounting | | |
| Location | Muskegon | | |
| Reports to | Dave Spaulding | <i>Title</i> | President |

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|-------------|--|--|---|
| Level/Grade | \$65-85,000 salary Dependent upon experience 90 day probation period | Type of position: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Contractor <input type="checkbox"/> Intern | Hours <u>45 hours</u> / week plus overtime as needed <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt <input type="checkbox"/> Hourly |
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GENERAL DESCRIPTION

Job Summary:

Essential Duties & Responsibilities:

Accounting:

- Monitor the financial performance of the company
- Primary accounting responsibility for two new divisions being formed including the following tasks
- Compile and analyze financial reporting packages
- Prepare monthly and annual operating budgets
- Monitor and development internal controls
- Develop and manage financial controls in accordance with the company's procedures
 - Balance Sheet
 - P&L
 - Cash Flow Statement
- Communicate financial metrics to senior management as required
- Provide leadership and support to accounts receivable and accounts payable departments
- Manage the preparation of payroll for personnel
- Participate in the development of and support the company's strategic plans
- Communicate SG&A overview report monthly
- Communicate special monthly reports
- Communicate out of country sales reporting
 - By country
 - Trend

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| Transactions: | | | |
| <ul style="list-style-type: none"> • Ensure proper entry and payment of accounts payable • Ensure that all reasonable discounts are taken on accounts payable • Management of accounts receivable including collection • Process payroll in a timely manner • Completion of monthly bank reconciliation • Ensure that required debt payments are made on a timely basis • Maintain the chart of accounts • Maintain an orderly accounting filing system • Maintain a system of controls over accounting transactions • Management of inventory values • Completion/closing of monthly financial statements • Management of fixed asset records • Completion of journal entries as required | | | |
| WORK EXPERIENCE/SKILLS REQUIRED | | | |
| <ul style="list-style-type: none"> • Minimum 5 years accounting experience in a senior accounting or financial management role • Strong interpersonal and communication skills • Excellent analytical and organizational skills • Self-motivated and self-directed • Ability to work closely with or on the senior management team | | | |
| EDUCATION REQUIREMENTS | | | |
| <ul style="list-style-type: none"> • Bachelor’s Degree in Business, Accounting, Finance or related discipline • Accounting designation (CMA, CGA or CA), or an equivalent combination of related experience and education | | | |

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