

Job Title: Specialist – Finance & Accounting	Shift: 1st
Department: Finance & Accounting	Reports To: Manager, Finance & Accounting
Salary Status: Exempt	Date Posted: 6/11/24
POSTING #: 24-07	Deadline for Bidding: 6/25/24



**JOB DESCRIPTION**  
**Specialist - Finance & Accounting**

**POSITION SUMMARY**

Applies principles of accounting to analyze financial information and prepare financial reports by performing the following duties.

**ESSENTIAL DUTIES and RESPONSIBILITIES**

- Assists in the development and implementation of goals, policies, priorities and procedures relating to financial management, budget, and accounting, payroll, and information systems.
- Compiles and analyzes financial information to prepare entries to accounts, such as general ledger accounts, documenting business transactions.
- Distributes expenditures, receipts, and receivables according to schedules.
- Performs statistical analyses to determine trends, estimates, and significant changes.
- Analyzes financial information detailing assets, liabilities, and capital, and prepares balance sheet, profit and loss statement, and other reports to summarize and interpret current and projected company financial position for other managers.
- Audits contracts, orders, and vouchers, and prepares reports prior to settlement.
- Determines proper handling of financial transactions and approves transactions within designated limits.
- Monitors compliance with generally accepted accounting principles and company procedures.
- Reviews, investigates, and corrects errors and inconsistencies in financial entries, documents, and reports; communicating with other departments, when necessary.
- Makes recommendations regarding the accounting of reserves, assets, and expenditures.
- Conducts studies and submits recommendations for improving the organization's accounting operation.
- Collects appropriate data and prepares federal, state, and local reports and tax returns.
- Assist with Accounts Payable and Accounts Receivable.
- Manage general ledger and month end financials.
- Participate in budgeting, fixed asset tracking, costing, and inventory issues including mid and year end physical inventory.
- Maintain data for proper costs for inventory in ERP system.
- Maintain various contracts and agreements for the company.
- Prepare internal and external presentations, reports and correspondence, as directed.
- Conform to all safety rules and use all appropriate safety equipment.
- Performs other related duties as required and assigned.

**POSITION QUALIFICATIONS:**

- Analytical – Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents and draw valid conclusions.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to complete projects on time and in budget.
- Able to communicate and perform in a team environment.
- Must be able to maintain a high level of ethics, confidentiality, professionalism and integrity. Also must display the ability to be truthful and be seen as credible in the workplace.
- Must be receptive to additional training, as required.
- Ability to prioritize and plan work activities; utilizing good time management skills and willingness to work additional hours and/or alternate shifts, when needed.
- Must be supportive and follow OTICS USA, Inc.'s and Finance and Accounting Department philosophies and policies, handbook including safety and security.
- Must have a working understanding of General Accounting Principles.
- Detail Oriented - Ability to pay attention to the minute details of a project or task, demonstrating accuracy and thoroughness.
- Must have exceptional communication skills (verbal, written, & listening).
- Working Under Pressure - Ability to complete assigned tasks under stressful situations.
- Must be willing to travel, as this position may require some travel.
- Ability to respond to common inquiries or complaints from internal and external customers, regulatory agencies, or members of the business community.
- Ability to work with mathematical concepts such as probability and statistical inference, fractions, percentages, ratios, and proportions to practical situations.
- Ability to interpret an extensive variety of technical instructions in mathematical, diagram or graph form and deal with several abstract and concrete variables.
- Willing to adjust hours to meet job needs; **\*\* May be required to work overtime and off shifts as necessary.**

#### **EDUCATION**

Bachelor's degree (B.S. or B.A.) from four-year College or University required.

#### **EXPERIENCE**

5+ years manufacturing accounting experience preferred.

#### **COMPUTER SKILLS**

Must have knowledge of computer systems and networks as well as Word Processing, Excel. Prefer knowledge in an ERP or other accounting software.

#### **CERTIFICATES & LICENSES**

CPA license preferred.

#### **OTHER REQUIREMENTS**

Solid work history or academics and willingness to successfully function in a team environment.

#### **SUPERVISORY RESPONSIBILITIES**

This position has no supervisory responsibilities.

#### **WORK ENVIRONMENT**

This position is required to work in manufacturing environment facility. While performing the duties of this job, the employee is frequently exposed to work near moving mechanical parts; toxic or caustic chemicals and risk of electrical shock. The employee is occasionally exposed to fumes or airborne particles; extreme heat (non-weather) and vibration. The noise level in the work environment is usually moderate.

**PHYSICAL DEMANDS** – See Physical Demands Description