

JOB DESCRIPTION

Title: Inventory Accounting Manager

Rate: \$55,000-\$65,000



Summary of Position:

As a successful, fast-growing manufacturing company, we deem an Inventory Accounting Manager should be a trustworthy professional with outstanding abilities. The chosen candidate will be:

Responsible for inventory and accounting duties in the Accounting Department, along with providing support to Finance Management. Oversee all aspects of inventory management and controls throughout the entire manufacturing and accounting process. Drive strategies for inventory management through modeling, analysis and reporting. Analyze and investigate inventory variances, submitting resolutions to management. Ensure or develop strong processes on inventory controls and valuation. Accountable for internal reporting to finance team management on inventory position, valuation risks and business insights. Commitment to excellence and integrity by performing all tasks with upmost accuracy and efficiency, also demonstrating a strong work ethic.

Duties & Responsibilities:

- Monitor inventory transactions, update general ledger as required, gather and analyze data, perform inventory audits and assessments, and produce regular inventory reports.
- Develop or enhance all inventory process controls. Write or improve process documentation with current synopsis.
- Research complex transaction histories to reconcile inventory discrepancies or inconsistencies. Prepare adjusting ledger or inventory entries as required according to proper policies and regulations.
- Oversee custody and safekeeping of inventory. Assist quality control operations in management of quarantine stock. Participate in cycle counts and full count inventories, coordinating all physical inventory activities. Ensure all inventory counts procedures are in compliance with all relevant internal control systems.
- Provide accounting support to multiple company locations.
- Participate in all month-end closes in support of the accounting team.
- Utilize computer systems and software to process or obtain accounting data.
- Submit routine inventory control related reports. Support periodic and ad hoc reporting requests including external audit support, month/quarter/year-end close reporting, and forecast to actual analysis. Assist in special projects; lead inventory problem-solving opportunities.
- Respond to enquiries regarding inventories with a sense of urgency. Collaborate with Operations and Finance to implement and foster a strong inventory control environment. Critical-thinking skills to establish action plans and routinely assess their effectiveness, along with problem-solving skills to anticipate problems to be decided with an appropriate outcome.

Qualifications:

The candidate should have at least 5+ years of cumulative relevant experience in manufacturing accounting with significant inventory accounting work history. Proficient in MS Office, database and accounting software. Expert knowledge of accounting and GAAP procedures with cost accounting in a manufacturing environment of multiple locations, including intercompany accounting skills. At least an Associate Degree in Accounting, Finance or Business Administration, though a BA is preferred. Must be well organized, accurate, with impressive analytical and record-keeping abilities, and able to articulate business information; meet deadlines and prioritize tasks; work efficiently with minimal supervision.