



Position: Senior Plant Accountant
Department: Accounting and Finance
Reports to: Controller
Classification: Full time, Exempt

Work Schedule: Regular Business Hours
Direct Reports: 0
Location: Portsmouth, NH
Travel: minimal – up to 10% as needed

Summary of Position:

Reporting to the Controller and working with all levels of the company, the Senior Accountant is responsible for the administration and/or development and implementation of cost accounting and analysis including but not limited to development of standard costs, review of manufacturing variances, teaming with Manufacturing and Engineering departments to drive cost improvements, reporting and analysis of sales and gross margin reporting, monitoring of inventory related transactions and developing programs, policies and procedures designed to insure accurate inventory reporting through the ERP system. Supports and assists department managers in decision-making regarding inventory costs and gross margin analysis. Daily cash reconciliation and preparing month end balance sheet reconciliations.

Duties and Responsibilities:

- Support Product costing analysis as well as participate in monthly reporting, budgeting, and forecasting.
- Identify and prepare internal targeted cost analysis to support continuous improvement actions to drive higher margins – understand and explain cost drivers
- Maintain BOM's/Routings while working with the Engineering & Production teams to ensure on-going accuracy and reasonableness based on available manufacturing processes
- Perform variance analysis in standard production, ledger account reconciliations for audit and quarterly review
- Manage the annual physical inventory and monthly cycle count processes through reconciliation
- Standard cost development and analysis on components, labor, and overhead
- Detailed analysis of manufacturing variances including labor, material, and purchase price variances
- Support leadership in coordinating budgeting / forecasting of Standards for all new products as required
- Support various ad hoc requests from the finance leadership team
- Support the activities of the corporate accounting department for the accurate and timely dissemination of financial management reports including, but not limited to, internal and external monthly financial statements and annual audits
- Help develop and maintain documented systems and controls that verify the integrity of all systems, processes, and data, and enhance the company's value
- Support monthly close of accounting records leading to the production of internal and external financial reporting. Review financial and accounting reports for accuracy and completeness and assist with analysis to explain variances
- Perform month-end closing activities including preparation of monthly balance sheet reconciliations, preparation of and posting journal entries, reconciliation of subsidiary ledgers, and other routine month-end accounting functions
- Daily Cash balance reconciliation
- Fixed Asset Accounting
- Collaborate on budgeting process, and tracking budget versus actual reporting
- Engineering Project Expenditure Tracking and Reporting
- Collaborate with Controller on the development and maintenance of internal controls, policies, and procedures to ensure Sarbanes Oxley Compliance
- Prepare routine and ad-hoc financial reports as needed

Minimum Qualifications:

- Bachelor's degree Finance/Accounting/Economics
- Experience 5+ years in a manufacturing company.
- Strong plant/operational accounting experience preferred.
- ERP Systems, Syteline preferred
- Sarbanes Oxley reporting and monitoring a plus
- The ideal candidate will possess strong costing knowledge in both an actual and standard cost (Plant Controlling)
- Strong written and verbal communications skills with the ability to effectively interact directly with senior management as well as other functional and technical areas (Product/Operations Management)
- Microsoft Office, Excel, PowerPoint a plus
- Hands-on with the willingness to dig into detail to understand root causes and solve problems.
- A self-driven, intellectually curious individual with a high sense of personal ownership

Working Conditions:

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.

The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Benefits:

- 401(k) + matching
- Dental insurance
- Disability insurance
- Flexible schedule
- Flexible spending account
- Health insurance
- Life insurance
- Paid time off
- Vision insurance
- Work from home

Requirements

- Bachelor's degree, minimum
- Accounting experience: 5 years minimum
- Manufacturing industry experience: 5 years minimum

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

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