



# Accounting Supervisor

**Location:** McMinnville  
**Department:** MCADM  
**Reports To:** Controller  
**FLSA Status:** Exempt  
**Prepared By:** Adam Bertram  
**Prepared Date:** November 12, 2018

## **SUMMARY**

Manages various accounting functions including ledger maintenance, accounts payable, accounts receivable, revenue and asset accounting, as well as associated analysis and reporting. Evaluates and makes improvements to accounting processes while ensuring that practices comply with organization accounting policies and applicable laws and regulations. Oversees accounting staff in the day-to-day performance of their jobs.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

### **Accountant**

1. Verifies, allocates, and posts details for business transactions to subsidiary accounts in journals or computer files from documents such as sales slips, invoices, receipts, check stubs, and computer print outs.
2. Reconciles and balances General Ledger accounts monthly. This also includes tying the various Whole Goods Vendor statements to our subsidiary ledgers.
3. Reviews A/P and A/R monthly.
4. Assists with monthly Variance analysis and annual budget preparation.
5. Completes EOM and EOY accounting close.
6. Assists Controller in preparation of monthly financials and annual budgets.
7. Publishes monthly managerial accounting reports as required/requested.
8. Manages Fixed Assets.
9. Manages LOC reports and submissions.
10. Manages Chart of Accounts.
11. Assist with YE financial audit and LOC collateral audit and various state and insurance audits.

### **Executive Assistant**

1. Assists Management with various projects (i.e. report preparation, research), directly or through subordinates.
2. Acts as custodian of corporate documents and records.
3. Process vehicle and equipment loan requests.
4. File real and personal property returns.
5. Assists A/P with 1099 Misc.

## **SUPERVISORY RESPONSIBILITIES**

Directly supervises the Receptionist/AR Clerk, AP Clerk. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**COMPUTER SKILLS**

Above average familiarity with Microsoft Office products, especially Excel. Strong understanding of accounting business systems. Including all accounting functions and how the various modules fit together.

**EDUCATION and/or EXPERIENCE**

College or University degree program in Accounting (or related field) preferred; minimum 3-5 years on-the-job-experience.

**LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

**REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**CERTIFICATES, LICENSES, REGISTRATIONS**

None required.