



Job Description

Job Title: Accounting Manager
Job Family: Finance/Accounting
Job Sub Family:
Job Code:
Reports to: Finance, Director
FLSA Status:
Effective Date: 11.23.16

Position Summary

The Accounting Manager for Red Valve will be responsible for the daily accounting department activities with necessary technical knowledge to ensure compliance with generally accepted accounting principles, corporate policies and external audits. The successful candidate will be expected to implement and enforce internal control for safeguarding of company assets while supervising all accounting department personnel. Additionally, they must have strong cost accounting knowledge to keep division management informed with accurate information in decision making. The position will be responsible for leading and improving department functions, as well as training and development of subordinate staff, estimating personnel needs, assigning work, meeting completion dates, interpreting and ensuring consistent application of organizational policies. The ideal candidate will be leading the tactical business, but also demonstrate the desire and ability for driving change, identifying business needs, areas of improvement and objectives through research and data backed decision making that will empower them to make recommendations on appropriate business initiatives. Based in Carnegie, PA this position will report to the Finance Director – Red Valve.

Essential Duties and Responsibilities include the following:

- Manage daily accounting functions and subordinate staff
- Manage the monthly closing function and financial statement preparation which may include maintenance and analysis of general ledger
- Required to perform cost accounting duties including maintaining product cost, inventory valuation and cost analysis and/or cash management responsibilities including cash forecasting and supervising accounts payable functions
- Responsibility for maintenance of monthly account reconciliations
- Joint responsibility for annual and quarterly financial reports, including budgeting process.
- Implement, monitor and improve key business metrics of on time delivery, productivity and EBITDA by implementing and supporting continuous improvement activities in respective department functions
- Using your business acumen and the HOM toolbox (Hillenbrand Operating Model) develop and implement newer, more efficient processes and procedures that will improve SQDC and other key business metrics, both tactical and strategic
- Oversee organizational participation in Lean initiatives and Kaizen events by taking an active leadership role
- Adheres to, communicates and maintains standard processes, procedures and policies to commercial operations team members
- Manage associate labor hours (vacation, holiday, sick and overtime)
- Supervises associate performance through performance ownership process



- Grow and develop the HOM/Continuous Improvement culture through active participation in lean training, kaizen events and report-outs, and promotion of 5S
- Participates in special projects as required
- Additional duties in response to information requests from Hillenbrand corporate accounting

Supervisory Responsibilities

- One or more years of supervisor or team lead experience

Education

- Bachelor's Degree in Accounting/Finance. Master's and CPA are preferred.

Skills/Experience

- Positive attitude
- Demonstrate a high level of energy, drive, enthusiasm, initiative, commitments and professionalism.
- 5+ years of accounting/finance experience in a manufacturing environment, preferably in a low volume, highly engineered manufacturing environment
- Experience using an ERP system. Epicor experience is preferred
- Expert Excel user
- Practical knowledge of Lean business practices
- Strong leadership and mentoring skills with the proven ability to develop personnel
- Highly organized and able to manage multiple projects simultaneously
- Experience in the valve, water or pump industry is desirable
- Excellent time management, communication, customer service, and interpersonal skills
- Ability to work proficiently in a cross functional team (variety of people, departments and clients)
- Demonstrated ability to develop and execute action plans
- Familiarity with manufacturing processes
- Acts with strong sense of urgency with keen attention to detail
- Creative thinker; strong analytical and decision making skills
- Experience developing and implementing processes and procedures
- Ability to handle multiple projects and work effectively under time constraints in a chaotic environment
- High level of proficiency with Microsoft Office Suite (Excel, Word, PowerPoint, Outlook, Access)
- Excellent people, communication (written and verbal), problem-solving, and facilitation skills.
- Must be a self-starter with the ability to work autonomously as well as part of a team.
- Ability to understand and follow written and oral instructions, with acute attention to detail
- Ability to adapt to unfamiliar processes and situations with minimal guidance
- Flexibility to adapt to deadlines, changing schedules, priorities, and unpredictable events within a fast-paced manufacturing environment
- Manage metrics with action plans and bowlers in accordance with the Strategic Deployment Process

Travel

Some travel will be required (less than 15%).



Core Competencies

- Creativity
- Perspective
- Business Acumen
- Drives for Results
- Hillenbrand Operating Model Operating Model
- Team Player
- Sound Decision Making
- Promotes Diversity
- Motivates Others
- Communication
- Humility

Physical Demands

To perform this job successfully, the physical demands listed are representative of those that must be met by an employee. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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

DISCLAIMER: The above information on this job description has been designed to indicate the general nature and level of work performed by the employee within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of any employee assigned to this job. Nothing in this job description restricts management's right to assign duties and responsibilities to this job at any time.

Equal Employment Opportunity Employer: Female/Sexual Orientation/Gender Identity/Minority/Veteran/Disabled

ACKNOWLEDGED AND UNDERSTOOD BY:

DATE:

Employee

Approved By:

DATE:

Supervisor