JOB DESCRIPTION

Senior Accountant
Finance/IT Department
Reports To: Controller
Direct Reports: None

FLSA Status: Exempt (Professional)
Effective: May 2025

JOB SUMMARY

The main role of this position is managing the general ledger to support financial reporting. Also, will be the primary back-up finance team functions for Accounts Receivable (billing & shipping), Accounts Payable and Payroll. More specific duties include, but are not limited to, those described below.

JOB DUTIES AND RESPONSIBILITIES

Finance

➢ Manage G/L and support the financial reporting and analysis for the organization.

➢ Completes the ongoing variance analysis of the budget as compared to actual financial results.

➢ Develops and enforces internal accounting policies and procedures including credit and cash policies, credit limits, payable process, authorization levels, payroll procedures and the collection policy.

➢ Works with Controller, CFO and auditors to ensure financial checks and balances are in place and to maintain financial integrity; takes appropriate actions to resolve any discrepancies.

➢ Works with Controller and CFO to develop annual operating and capital budgets from the Business Plan.

➢ Back-up support for other Finance Team activities; billing, shipping, payables and weekly shop payroll.

Cost Accounting & Specific Tasks

➢ Manage inventory reporting and cycle counts.

➢ Assist with pricing schedules and analysis for sales and customer service team use.

➢ Maintain other quotation spreadsheets used in sales process as directed.

➢ Prepares special cost analysis reports on major jobs as requested.

➢ Maintains the detailed Bakery Inventory schedule.

➢ Manage Fixed Asset and Depreciation schedules.

➢ Review Utility cost analysis and report any trends.

Other

- ➢ Review and file sales tax returns.

- ➢ Coordinates and oversees audits and surveys as required by regulatory officials.

- ➢ Maintains technical knowledge and keeps abreast of new developments by attending educational workshops, reviewing professional publications, establishing personal networks and participating in professional organizations and industry trade shows.

- ➢ Performs other duties or special projects assigned.

JOB REQUIREMENTS

- 4 Year associate degree or bachelor's degree in accounting, business management, and/or finance with 5+ years of related work experience.
- Technically proficient with software, especially spreadsheets. Exposure to ERP systems and cost accounting a plus.
- Accounting aptitude
- Strong written and verbal communication skills
- Strong interpersonal skills
- Good organizational skills
- Ability to handle multiple, concurrent projects and tasks.

PHYSICAL DEMANDS/WORKING CONDITIONS

Work is performed in a typical office environment requiring use of computers and related technologies. High attention to detail is required.

COMPENSATION & BENEFITS DISCLOSURE

Moline Machinery values fair, transparent, and competitive compensation, considering each candidate's unique skills and experiences. The estimated base pay range for this role is $75,000 to $90,000 with offers typically not made at the maximum, allowing for future salary increases. The actual salary at the time of offer depends on business related factors like skills, experience, training/education, business needs, current associate pay, and relevant employment laws. Individuals will be eligible after 90 days for the Moline Machinery Incentive Plan, providing an opportunity to annually earn up to 13% of the base compensation for each calendar year.

Company sponsored benefit programs include Health Plan, HSA, Dental Plan and Employee Assistance Program. Other benefits include firm-sponsored basic life and short and long-term disability coverage, a 401(k) savings plan, generous and flexible time off, and eight paid holidays, Voluntary benefit offerings include accident insurance, dependent care FSA and supplemental life/AD&D. Eligibility for all benefits programs is dependent on annual hours expectation, position status/level and location.