



JOB DESCRIPTION

ACCOUNTING MANAGER/CONTROLLER

Job Title: Accounting Manager/Controller

Division: Revolv Manufacturing

Department: Accounting

Reports To: President

Revision Date: 9.22.2022

POSITION SUMMARY:

The Accounting Manager/Controller is primarily responsible for the preparation of accurate, complete and timely financial information in compliance with Generally Accepted Accounting Principles. Establish and implement efficient company policies and procedures.

SUPERVISORY RESPONSIBILITIES:

- Accounting department

PRIMARY DUTIES AND RESPONSIBILITIES:

- Manage the overall direction, coordination, and performance of department personnel. Carries out management responsibilities in accordance with the organization's policies and applicable laws.
- Directly responsible for managing the monthly financial close including preparation of journal entries and month-end activities in the general ledger in order to perform the month end closing process timely and accurately.
- Prepare and present the monthly financial performance review to management.
- Lead the annual Budget preparation process and present final plan
- Management responsibility to prepare bank reporting utilizing appropriate software.
- Provide periodic KPI data as defined by management
- Prepares reports on a periodic basis, including forecasts, operation expense reports for corporate departments and others as requested.
- Provide financial information to, and answer inquiries from, all managers.
- Maintain a rolling 13-week cash forecast and assist with treasury or banking support.
- Maintain proper accounting and internal control procedures and policies.
- Maintain chart of accounts, ERP master data and transactions to facilitate timely and accurate financial information.
- Manage and delegate the preparation and review of monthly account reconciliations.
- Manage and delegate the daily tasks of direct reports in Accounts Payable, Accounts Receivable, Payroll and General Accounting.
- Manage external accounting firm in completing year-end financial reporting.



- Manage and/or delegate capital project, CAPEX, spending management and reporting.
- Gather and prepare year end information for tax reporting.
- Maintain a documented system of accounting policies and procedures.
- Participate in key decisions as a member of the management team.
- Special projects as necessary.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Exceptional knowledge of accounting, budgeting, cash forecasting and cost control principles including generally accepted accounting principles
- Ability to analyze financial data and prepare financial reports, statements and projections
- Sound judgment and good interpersonal skills
- Strong knowledge of ERP systems; ability to navigate through various types of computer software
- Exceptional Microsoft Excel skills; strong knowledge of other Microsoft Office products (Word, Outlook, PowerPoint)
- Strong interpersonal communication skills; ability to communicate with varied levels of employees
- Exceptional attention to detail, organizational and problem-solving skills
- Strong analytical skills
- Strong written and verbal communication skills
- Highly adaptable; possesses a strong ability to manage multiple tasks and changing priorities
- Ability to maintain confidentiality
- Ability to multi-task; strong project management skills
- Ability to establish and contribute to a high degree of teamwork and collaboration with diverse groups
- Ability to identify and implement changes in a fast paced environment

CORE VALUES:

- Integrity – Demonstrate Honesty, Do the Right Thing, Act Ethically
- Respect – Golden Rule, Protect our Equipment, Products and Information, Keep Facility Clean & Organized
- Teamwork – Collaborate Towards Success, Support and Trust Each Other, Shared Communication
- Customer Focused – Listen and Support our Customer’s Needs, Going Above and Beyond to Satisfy our Customers, Provide Best Value Solutions
- Growth Minded – More Revenue, More Profit, More Opportunities, Continuous Improvement while Accepting Change, Aspiring to be the Best We Can Be



MINIMUM QUALIFICATIONS EDUCATION AND EXPERIENCE:

- Bachelor’s Degree in Accounting, Finance, or related field
- Minimum five (5) years of experience in general accounting. Manufacturing background preferred
- 3+ years supervisory/managerial experience
- CPA Preferred(not required)

ACKNOWLEDGEMENT

This position description does not constitute an employment agreement between Revolv Manufacturing and the employee and is subject to change by Revolv Manufacturing as the needs of Revolv Manufacturing and requirements of the job change.

Revolv Manufacturing is an Equal Opportunity Employer in compliance with the Americans with Disabilities Act and is a Drug-Free Employer. Revolv Manufacturing will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with Revolv Manufacturing.

Employee signature below indicates employee's understanding of the duties and requirements of the position.

Employee _____ Date _____

Printed Name _____



PHYSICAL DEMANDS/WORK ENVIRONMENT

The physical demands and work environment characteristics described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Work is performed in a standard office environment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

In an average hour work day, this job requires: (Check full capacity for each activity).

	(number of hours)							
Sit	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input checked="" type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> 7	<input type="checkbox"/> 8
Stand	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input checked="" type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> 7	<input type="checkbox"/> 8
Walk	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input checked="" type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> 7	<input type="checkbox"/> 8

On the job you:

	Not at all (0%)	Occasionally (1-33%)	Frequently (34-66%)	Continuously (67-100%)
Bend/Stoop/Squat	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climb Heights/Ladder	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach above shoulder level	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneel/Crouch/Crawl	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Balance	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Push/Pull/Twist	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

On the job you lift/carry:

	Not at all (0%)	Occasionally (1-33%)	Frequently (34-66%)	Continuously (67-100%)
Up to 10 lbs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11-24 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25-34 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
35-50 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Over 50 lbs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

This job requires:

	Yes	No	Comments
Working on unprotected heights	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Being around moving equipment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	On the manufacturing floor
Exposure to marked changes in temperature or humidity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	On the manufacturing floor
Exposure to dust, fumes and gases	<input checked="" type="checkbox"/>	<input type="checkbox"/>	On the manufacturing floor
Working in restricted spaces	<input type="checkbox"/>	<input checked="" type="checkbox"/>	



Exposure to elevated noise levels for extended periods of time	<input checked="" type="checkbox"/>	<input type="checkbox"/>	On the manufacturing floor
Exposure to cleaning chemicals	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Operation of equipment and/or machinery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	General office equipment (copier, computer, telephone etc.)
Use of hands for repetitive action	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Extensive computer keyboard use

ACCEPTANCE STATEMENT

I have carefully read, understand, and accept the position description including the qualifications, requirements, and physical demands, with or without reasonable accommodation, of the position of Accounting Manager/Controller at Revolv Manufacturing. If employed, I certify that I can and will perform the primary duties and responsibilities of the position. Management reserves the right to change job responsibilities, duties and hours as needs prevail. This document is for management communication only and does not indicate a written or implied contract of employment.

Acknowledgement of Review

I acknowledge I have read the information presented above and I understand the expectations set forth hereto.

Employee Signature

Date

Revolv Manufacturing Supervisor Signature

Date