

FNG Covington JOB POSTING

JOB: Plant Accountant

SALARY GRADE: Salaried Exempt

LOCATION: Covington, Indiana

The individual will, under limited supervision, manage and coordinate the activities of the accounting department in accordance with stated policies, procedures, and departmental goals. This position participates fully in department initiatives and the coaching, training and mentoring of the department team members. This position will also work closely with the Plant Manager to ensure that plant financial goals are met.

JOB REQUIREMENTS:

- Education or Equivalent Level Required: Bachelors in Accounting (CPA certificate a plus)
- Experience Required: 3-5 years supervisory with strong background in cost accounting
- Strong written and verbal communication skills; strong documentation skills required
- Knowledge of automotive industry
- Ability to lead a team of professionals
- Knowledge of AS400 or similar computer system
- Proven attention to detail
- Advanced computer skills; including expert level of MS Excel and MS Access
- Detail-oriented and punctual with deadlines
- Ability to perform high quality work in short time frames
- Strong organizational, analytical skills and problem solving skills required
- Team player
- Ability to multi-task, prioritize, and work with flexibility
- Able to interact effectively with all levels of the organization, especially senior management
- Knowledge of computerized information systems used in financial and/or accounting applications.
- Ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments.
- Ability to foster a cooperative work environment.
- Ability to analyze and solve problems.
- Knowledge of software to quantify and illustrate complex financial reports, comparisons, impacts, and/or projections.
- Employee development and performance management skills.
- Skilled in examining and re-engineering operations and procedures, formulating policy, and developing and implementing new strategies and procedures.
- Skilled in the use of personal computers and related software applications (primarily Microsoft Excel and Access).
- Ability to develop and maintain recordkeeping systems and procedures.
- Ability to analyze and interpret financial data
- Knowledge of Generally Accepted Accounting Principles (GAAP), as well as other accounting standards regarding procedures and documentation.

JOB RESPONSIBILITIES:

- Perform timely month-end closes (Three business days).
- Monthly reconciliation of **ALL** balance sheet accounts.
- Coordinate with other Flex-N-Gate facilities regarding reconciliation of any intercompany balances or debt.
- Must provide upper management with timely financial statement projections in order to enable management to react to changes in business environment.
- Respond to information requests from other departments regarding financial information.
- Cultivate culture in accounting department as well as other departments that will identify areas for cost savings.
- Coordinate and lead effective mid-year and year-end inventory counts.
- Develop strong internal controls while proactively working to increase internal process efficiencies.
- Allocates job tasks and responsibilities to ensure all commitments are met in a timely manner.
- Supervise, create and meet deadlines regarding month-end close procedures.
- May be required to interact with external auditors during annual Flex-N-Gate audit.
- Will be required to close year end in timely manner and respond to all corporate requests for information in order to facilitate audit process.
- Other duties as assigned by plant manager, corporate controller, or corporate accounting manager.

HOW TO APPLY:

HR to forward to:

Dawn Robbins, Human Resources

Dawn.Robbins@flex-n-gate.com