

# ACCOUNTING MANAGER



**Date:** 1/4/2016

**Location:** Elgin, IL USA

**Department:** Accounting

**Job type:** Full-time, Salary

## Company Overview

Newhaven Display is a leading global display company that produces electronic display products for a wide variety of markets and applications. Our products include cutting edge LCD, VFD and OLED technologies.

## Benefits

At Newhaven Display, you are empowered to create a career that will take you to where you want to go. Here, you'll enjoy the freedom to explore new projects, the support to think outside the box and the advanced tools and technology that foster innovation and achievement. We offer an excellent working environment, salary and benefits package including vacation pay, medical, profit-sharing and advancement opportunities within the company.

## About the Job

Newhaven Display is seeking a full-time Accounting Manager to oversee day to day operations of the finance/accounting department. You will manage and assist the financial admin staff to achieve increased efficiency and an up-to-date accurate accounting status. Other requirements include the ability to be thorough, detail-oriented, creative as well as multi-task. This position will also help maintain accounting policies, processes and internal controls.

## Responsibilities

- Responsible for reviewing all balance sheet reconciliations in accordance with the established timeframes
- Manage daily transaction processing of both accounts payable and payroll
- Implement and ensure compliance with accounting policies (GAAP, regulatory) and procedures including internal controls
- Review and approve standard journal entries
- Manage the monthly financial statement close process
- Participate in the annual external audit, including the preparation of various work papers and audit requests
- Develop and prepare monthly financial statement package and corresponding management reports
- Prepare annual forms pertaining to all financial and tax reporting information
- Ensure timely and accurate submission of all applicable state and federal tax returns
- Prepare month end bank reconciliations for all accounts in a timely manner (within 15 business days of month end)
- Maintain and monitor the long-term cash forecast
- Assist with HR and benefits
- Keep current on accounting/tax guidance, including specifics to our finance and professional certifications

## Requirements

- BA/BS degree or higher in Accounting or Finance required with at least 3 to 5 years of experience in a similar role
- Expert at data manipulation and presentation using Excel
- Hands-on commitment to getting the job done
- Accountable for accurate and timely work product
- Strong analytical and organizational skills
- Ability to communicate clearly and professionally, both verbally and in writing
- Self-starter and results oriented individual is a must
- Strong organizational and time management skills
- Ambition, strong work ethic and willingness to learn
- Experience with manufacturing, electronics or display technologies is a plus