

Job Opening: Accounting Manager **Washington Mills Electro Minerals Corporation** **1801 Buffalo Ave., PO Box 423, Niagara Falls, NY 14302**

Company Description

Washington Mills is one of the largest producers of high-quality abrasive and fused mineral products in the world. It has facilities throughout the U.S., Canada and Europe and serves a global customer base. Its principal business is the fusing of oxide and carbide minerals in electric arc and Acheson furnaces, as well as the grinding and classifying of the minerals into grains and powders. Established in 1868, Washington Mills continues a long history of excellence in serving raw materials to the abrasive, refractory, ceramic and industrial abrasive markets. We are seeking an energetic and experienced Accounting Manager for our Niagara Falls, N.Y. facility, well-situated between the U.S. and Canadian border.

Job Description

This Accounting Manager position oversees the development and execution of accounting practices and procedures to ensure accurate and timely monthly, quarterly and annual financial close and internal and external reporting. This position will help determine the company's financial condition by using, developing and implementing systems for collecting, analyzing, verifying, and reporting financial information, and assists in completion and maintenance of general ledgers, including monthly and year-end closing processes and related audits in accordance with generally accepted accounting principles. The position also prepares the reporting for the New York State Sales & Use Tax calculations and filings. The position reports directly to the Corporate Controller.

Essential Functions

- Reporting for operating facility in Tonawanda, New York – office located in Niagara Falls
- Working with an accounting staff of 2-3 employees
- Work closely with Plant Operations and Sales to provide support and feedback to them regularly to improve operations and financial results
 - Spend 2-4 days per month onsite at Tonawanda facility
- Perform monthly corporate accounting close for all entities on ERP system
- Prepare the monthly and year end preparation of financial statement packages
- Prepare Quarterly Management Meeting Reports and present to Corporate and Plant Leadership
- Analyze financial statements and provide detailed monthly report on variances
- Provide detailed schedules and support to Senior Management for Quarterly BOD meetings
- Prepare journal entries for monthly close process for Tonawanda, NY including:
 - Standard entries
 - Accounts receivable entries
 - Inventory entries
 - Payroll entries
 - Allocation entries
 - Depreciation entries
 - Entries for wire transfers and cash activity
 - Entries related to intercompany transactions
 - Other entries as required
- Provide monthly support to Niagara Falls NY division controller as needed
- Reconcile accounts to supporting detail and subsidiary ledgers including:
 - Reconciling accounts payable cash account activity
 - Intercompany accounts
 - Accounts receivable
 - Accounts payable
 - Accrual accounts
 - Other balance sheet accounts as necessary
- Maintain fixed assets in BNA for Tonawanda and Niagara Falls facilities

- Reconcile consigned inventory balances with customers on a monthly basis for Tonawanda and Niagara Falls locations.
- Prepare sales detail for monthly reporting package
- Prepare monthly intercompany invoices as necessary for Tonawanda and Niagara Falls locations
- Prepare and submit sales and use tax returns for Tonawanda and Niagara Falls locations
- Run weekly accounts payable checks for Tonawanda and Niagara Falls locations
- Initiate wire transfers or ACH payments for inventory and other purchases for Tonawanda and Niagara Falls locations
- Oversee annual physical inventory for finished goods at Tonawanda and Niagara Falls locations
- Prepare complete annual audit binder for outside auditors for Tonawanda facility
- Prepare annual business plan for Tonawanda facility
- Update Tonawanda standard inventory costs annually and revise standards on an as-needed basis
- Prepare volume/selling price scenario analyses on an as needed basis
- Support Plant Management with analyses on Capital Investment needs and related Return on Investment support
 - Prepare any lease/buy analyses and repair/replace analyses
- Special projects and other duties as required

Required Background/Skills

- Bachelor's Degree in Accounting or Finance
- 5-7 years of combined public & private industry accounting with at least 3-5 years of financial management experience - concentration in manufacturing and inventory costing required
- Strong technical accounting background
- Advanced proficiency in all Microsoft Office products with strong emphasis on Excel
- Experience working with computer systems and with MIS department
- Must be self-motivated, and have proven ability to work in, and contribute to, a team environment to drive operations' decisions and process improvement
- Strong analytical, interpersonal, presentation, and communication skills
- Committed to highest standards of ethics and integrity
- Ability to learn new tasks quickly and demonstrate flexibility when presented with change
- High attention to detail and accuracy with proven ability to multi-task, work under pressure and meet deadlines
- Ability to work well and effectively communicate both written and verbally, with all levels of staff and management

Compensation/Benefits

Washington Mills offers a comprehensive and competitive benefit package including:

- Paid at a rate commensurate with experience
- Medical and dental plans heavily subsidized by Company when working thirty hours or more
- Company paid life insurance
- 401(k) with an employer match and employer discretionary contribution at six months
- On-site parking
- Immediate paid vacation and holidays
- Family-friendly sick and personal leave

Please apply to niagarafallsjobs@washingtonmills.com with resume and cover letter.

The above statement reflects the general details considered necessary to describe principle functions of the job identified and shall not be construed as a detailed description of all the work requirements that may be inherent in the job.

Washington Mills is an Equal Opportunity Employer committed to workforce diversity. M/F/D/V. Qualified minorities, women, individuals with disabilities, and veterans are strongly encouraged to apply.