
Confidential Search

Job Title: Accounting Manager
Location: Greater Detroit Area

Summary

This position manages day-to-day and month-end activities associated with Accounts Payable, Accounts Receivable, Tooling and various other projects.

Essential Duties and Responsibilities

Oversee Following Accounts Receivable and Accounts Payable Activities

- Work with customer business group, purchasing, and plants as it relates to day-to-day transactions and other projects
- Ensure A/R and A/P subsystems reconcile to general ledger at month end and that appropriate accruals and allowances are booked
- Work with Sales and Controlling teams to track anticipated price reductions and record related journal entries
- Prepare AR Overdue and Net Working Capital Slides for OC meeting
- Maximize Net Working Capital at quarter end; including working with team to reduce AR overdue and Purchasing to manage AP payments
- Maintain lease summary and related copies of leases
- Oversee credit card program to ensure all cardholders submit reconciliations timely and accurately; conduct quarterly audits
- Drive results in team and across organization
- Organize and prioritize work
- Maintain high level of attention to detail
- Work independently

Tooling

- Prepare monthly tooling report, including working with Program Management to obtain updates on projected spending/billing and follow up on open issues
- Review tooling projects closed and the resulting reserve and the recognition of those reserves
- Prepare monthly short-term tooling outlook report
- Prepare management slide to summarize monthly tooling activity

Cash Forecasting

- Coordinate with AR and AP to forecast short-term weekly cash payments and receipts
- Prepare Monthly, Forecast, and Budget Balance Sheet Forecasts
- Prepare monthly cash flow statement and understand where cash is generated and used

Insurance

- Compile information for renewing FINPRO, workers compensation and automotive

insurance

- Determine adequacy of Workers Compensation insurance expense and liability amount and reconcile annual Travelers settlement
- Compute semi-annual Ohio insurance premium

Transfer Pricing

- Prepare and compile of documentation for support of transfer pricing transactions between U.S. and Canada
- Prepare and compile of documentation for support of transfer pricing transactions between U.S. and Europe

Other

- Prepare annual filings and respond to other correspondence with states where we are registered to do business
- Prepare all accounting and quarterly statements for the Deferred Compensation Plan
- Create, update, and ensure compliance with corporate procedures
- Other duties as assigned

Education/Experience:

- At least 8-10 years of Corporate Accounting experience
- Bachelors or Master's Degree in Accounting
- At least 2 years managing an AP or AR team
- Preferred experience: SAP, CPA, Automotive, Public Accounting, Cash Forecasting

There is no relocation assistance associated with this position. NO RECRUITERS PLEASE.

If you meet all of the qualifications listed above, please send your resume w/ cover letter (include the position you are applying for) to: dgreen@thegreenenterprises.com

The primary purpose of this job description is to summarize the key/essential duties. Other duties may be assigned.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The qualifications and physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.