



MachMotion  
14518 County Road 7240  
Newburg, MO 65550  
(573) 368-7399 | Fax (573) 341-2672

# Accounting Manager

**Overview:** We are looking for someone to passionate to execute all financial aspects at MachMotion – from basic data entry to advanced budgets and forecasting. We need a whiz at numbers. And someone that understands how to monitor the key financial aspects of a manufacturing company intuitively.

## **Responsibilities:**

- Manage all accounts payable and accounts receivable
- Maintain financial records and properly record financial transactions
- Manage all day to day accounting activates
- Ensure the accuracy of entries to ledger accounts and reconciles subsidiary ledger accounts to the general ledger
- Prepare complex balance sheets, profit and loss statements and other financial reports
- Review financial results and identify opportunities for bottom line improvement
- Analyze current costs, revenues, financial commitments, and obligations incurred to predict future revenues and expenses
- Provide accurate cost information and help set pricing procedures
- Ensure that effective internal controls are in place and ensure compliance with GAAP and applicable federal, state and local regulatory laws and rules for financial and tax reporting
- Advise the company in financial decisions

## **Knowledge, Skills, and Abilities:**

- Expert at MS Office and Quickbooks
- Excellent at problem solving
- Great communication and interpersonal skills
- Knowledge of standard business practices

## **Education and Experience:**

- Proven industry experience in finance and accounting
- Bachelor's in accounting or business administration

**Compensation:** Dependent on education and experience.