



Position:	Accounting Supervisor	Department:	Finance
Classification:	Salary/Exempt	Reports To:	Controller
Date Created:	4/3/2025	Last Revised:	4/3/2025

Job Overview:

The Accounting Supervisor reports to the Controller and manages the Junior Staff Accountant. The Accounting Supervisor is responsible for providing leadership, oversight, and support for the daily, weekly, monthly and annual accounting operations. The role plays a key part in ensuring the accuracy of financial reporting and supports the broader objectives of the Finance Department.

Essential Functions:

1. Supervises and coordinates the activities of the accounting team to ensure accurate and timely financial reporting.
2. Identifies and implements process improvements and best practices to enhance efficiency and accuracy.
3. Leads the creation and maintenance of an accounting procedures manual to reduce key-position risk.
4. Assists in preparing and reviewing monthly, quarterly, and annual financial statements.
5. Analyzes financial data and provides insights and recommendations to management.
6. Ensures compliance with company policies, GAAP, and regulatory requirements.
7. Develops, implements, and monitors internal controls to safeguard company assets and improve financial processes.
8. Supports internal and external audits and responds to auditor inquiries.
9. Trains, mentors, and evaluates accounting staff to promote professional growth and performance.
10. Assists with accounting system upgrades or implementations.
11. Supports the budgeting and forecasting processes.
12. Collaborates with other departments to collect, validate, and analyze financial information.
13. Oversees the preparation of the daily cash report and ensures proper accounting of all bank activity, including timely posting to the general ledger.
14. Maintains controls to ensure accuracy and timeliness of daily deposits.
15. Provides backup support to the Junior Staff Accountant, including maintaining fixed asset and depreciation schedules, prepaid schedules, and monthly bank reconciliations.
16. Ensures accurate and timely reporting of sales tax.
17. Manages the posting of daily and monthly journal entries to the general ledger.
18. Monitors and performs Balance Sheet reconciliations.
19. Ensures proper archiving of financial documents on the company file server and document retrieval system.

Additional Responsibilities:

1. Assists with the annual insurance renewals.
2. Provides support for the timely filing of various state licenses and reports.
3. Supports the Controller, Accounts Payable, Accounts Receivable/Credit and Vendor Programs Departments as needed.
4. Perform other responsibilities as required or directed.

Knowledge, Skills, and Abilities:

1. Ability to effectively lead others, including coaching, mentoring, training and counseling.
2. Ability to engage, motivate, organize, and encourage teamwork through positive communication to ensure goals are achieved.
3. Working knowledge of accounting principles (GAAP).
4. Credit background and/or a deep understanding of tax law related to payroll and company returns a plus.
5. Proficient in the use of computers, specifically with Microsoft Office applications.
6. Strong knowledge of, and ability to use, Excel.
7. Ability to use ERP reporting systems.
8. Ability to analyze data sets, identify discrepancies, and make corrections as necessary.
9. Ability to perform work within timeframes, with attention to detail and a high level of accuracy.
10. Ability to perform basic mathematical calculations.
11. Strong English language aptitude, including the ability to communicate effectively verbally and in writing.
12. Strong communication skills, including the ability to understand the needs and responsibilities of others, and factor such into the timely communication of work issues to others that have a need to know.
13. Ability to work independently and as part of a team effort.
14. Ability to maintain confidentiality of work-related information and materials.
15. Strong attention to detail.
16. Self-starter. Organized.
17. Honest and Trustworthy.

Education/Experience (Minimum Qualifications):

1. Possession of a Bachelor's Degree in Accounting from an accredited college or university AND at least five (5) years of experience working in an accounting environment.

Licenses/Certifications/Special Requirements:

1. Possession of a valid Driver's License.
2. Must take and pass a pre-employment drug test.
3. Subject to random and reasonable suspicion drug and alcohol testing.

Physical Requirements:

Requirement	8 Hour Schedule	10 Hour Schedule	As % of Time
Limited	0 – 1 hour	0 – 1 hour	Less than 1%
Occasionally	1 – 2 hours	1 – 2.5 hours	Equals 1% to 25%
Frequently	3 – 4 hours	2.6 – 5 hours	Equals 26% to 50%
Repeatedly	5 – 6 hours	5.1 – 7.5 hours	Equals 51% to 75%
Continuously	7+ hours	7.6 + hours	Equals 76% to 100%

Activity	Duration
<i>Sustained Postures</i>	
Sit:	<i>Continuously</i>
Stand:	<i>Limited</i>
Walk:	<i>Limited</i>
<i>Intermittent Activity</i>	
Bend:	<i>Limited</i>
Kneel/Squat:	<i>Limited</i>
Climb Stairs:	<i>Limited</i>
Crawling:	<i>Limited</i>
Overhead Reach:	<i>Limited</i>
Typing/Keyboard	<i>Repeatedly</i>
Vehicle Operation:	<i>Limited</i>
PPE/Special Clothing:	<i>Limited</i>

Activity	Duration
<i>Repetitive Use of Hands/Wrists</i>	
Grasp:	<i>Frequently</i>
Push/Pull:	<i>Limited</i>
Fine Manipulation:	<i>Continuously</i>
<i>Material Handling</i>	
Lift:	<i>0 – 80 lbs</i> <i>Limited</i>
Carry:	<i>0 – 80 lbs</i> <i>Limited</i>
Push:	<i>0 – 80 lbs</i> <i>Limited</i>
Pull:	<i>0 – 80 lbs</i> <i>Limited</i>
<i>Miscellaneous</i>	
Exposure to Heights:	<i>Limited</i>
Exposure to Packaged Chemicals:	<i>Limited</i>
Exposure to Temperature Contrasts:	<i>Limited</i>