POSITION: Accounting Manager
LOCATION: Fort Myers, Florida
CLASSIFICATION: Exempt
REPORTS TO: Corporate Controller

POSITION DESCRIPTION The Accounting Manager will follow accounting practices established by Somero Enterprises regarding accountability, confidentiality, reporting, organization, detail, systems and procedures. The Accounting Manager will successfully lead a team of accounting staff in a fast-paced environment with a high level of attention to detail and accuracy. This individual must be a self-starter with the ability to identify and resolve issues with limited supervision.

PRINCIPAL ACCOUNTABILITIES

- Lead a team of 4-6 United States (US) employees, including accounting, accounts payable (A/P), and accounts receivable (A/R) personnel
- Lead the organization's accounting functions, including general ledger, accounts payable (A/P), accounts receivable (A/R), revenue, asset, cost and tax accounting, including but not limited to:
    - Preparing or approving journal entries, account reconciliations, variance analyses and supporting schedules
    - Intercompany transactions and related items such as eliminations, markups and transfer pricing
    - Monthly consolidations procedures
    - Internal and external financial statement reporting and related disclosure
    - Knowledge of and compliance with Generally Accepted Accounting Principles
- Work with third party tax provider on state and federal corporate tax filings
- Manage sales tax accounting through third party service, Avalara and assist with sales tax related inquiries
- Maintain internal controls, accounting procedures and compliance with company policies and Generally Accepted Accounting Principles
- Coordinate external audit preparation, including audit schedules, documentation requests and coordination with internal and external stakeholders
- Implement process improvements, system enhancements, documentation and standardization of accounting procedures
- Work safely in an office environment and follow all company safety policies and procedures

ATTRIBUTES

- High level of accuracy, integrity, professionalism and discretion when handling confidential financial information
- Strong analytical, organizational and problem-solving skills with attention to detail
- Ability to prioritize competing deadlines and work effectively in a fast-paced environment
- Strong written and verbal communication skills with the ability to collaborate across departments
- Continuous improvement mindset with the ability to identify efficiencies and support process standardization
- Proficiency with accounting systems, Microsoft Excel and Microsoft Office applications

Education/Experience

- Bachelor's degree in accounting required
- 5+ years accounting experience with at least 3 years of supervisory experience preferred
- Advanced computer skills required including use of Microsoft Office, with an emphasis on Microsoft Excel
- Strong knowledge of Generally Accepted Accounting Principles (GAAP), financial reporting, account reconciliations and internal control practices required
- Experience supporting month-end close, annual audits, financial analysis, budgeting or forecasting preferred

This job description in no way states or implies that these are the only duties to be performed by the employee(s) in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties assigned by a manager or supervisor. A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the employee(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities, and Somero reserves the right to change the job description at any time. Somero Enterprises® is an Equal Opportunity Employer.

- Manufacturing, construction equipment, international or public company accounting experience preferred

WORKING CONDITIONS

- Primarily works in a professional office environment
- Regularly uses a computer, telephone and standard office equipment
- May occasionally access production, warehouse or job site environments and must follow all applicable safety requirements
- Ability to work extended hours as business needs dictate, including during month-end close, year-end close, audits or other critical reporting deadlines
- Ability to occasionally attend off-site meetings or training requiring travel for extended periods up to one week

JOB DESCRIPTION ACKNOWLEDGEMENT: I have received, reviewed and discussed any questions I may have had about this job description prior to signing this form.

PRINTED NAME: _____

SIGNATURE: _____

DATE: _____

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