



## **JOB DESCRIPTION**

### **Finance and Accounting Specialist**

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#### **Responsibilities**

- Analyze financial information detailing assets, liabilities, and capital; prepare balance sheet profit/loss statement and other reports to summarize and interpret current and projected company financial position.
- Manage general ledger and month end financials.
- Participate in budgeting, fixed asset tracking, costing, and inventory issues.
- Must be familiar with spreadsheet software, accounting software, MRP inventory software, payroll systems, EDI order processing systems, and database software.

#### **Education & Experience**

- Bachelor's Degree (B.S. or B.A.) from four year college or university is required.
- 5+ years manufacturing accounting experience is required.