

**Position Profile:**

Provide leadership and coordinate daily, monthly, and annual consolidated financial reporting. Responsible for the management of the accounting department and its staff and for the application of generally accepted principles to the financial statements. Ensures company accounting procedures conform to Generally Accepted Accounting Principles. Assists in the development, management, and growth of the core business factors of CURiO's brands

**Work Responsibilities:****Essential Functions:**

- Provide consolidated financial statement reporting and analysis, and cash flow analysis.
- Monitor and analyze monthly operating results against budget and prior year.
- Direct month end closings, financial reporting, and coordination of audits.
- Provide vision and direction to individuals in accounts payable, receivable, credit and collections, and financial reporting.
- Establish and implement short and long-range departmental goals, objectives, policies, and operating procedures.
- Develop systems and processes to ensure strong internal controls are in place.

**Staff Management:**

- Effectively manage a multi-locational team under a fast pace and constantly changing circumstances.
- Proactively recruit, screen, and select candidates for current and future resource requirements.
- Ensure each employee has a clear and thorough understanding of their role and responsibilities. Collaborate with human resources to keep job descriptions current for each position.
- Effectively orient new hires to roles and responsibilities, ensuring a positive and productive experience.
- Ensure department structure and budgeted hiring plans are appropriate for performance and productivity levels required.
- Utilize the company's performance management program as designed to align individual performance to overall performance objectives. Meet all completion requirements at a high-quality level. Provide ongoing performance feedback. Identify and take appropriate action for non-performance.
- Mentor, guide, and coach direct reports to expand their capabilities and performance.
- Ensure all CURiO communication is disseminated to the team in a positive and timely manner.
- Administer all internal policies and procedures in accordance with company, human resources, budgetary, and finance guidelines. Ensure accuracy of staff data records.

**General Responsibilities:**

- Follows all policies and procedures of the company. Works cooperatively with all departments, maintaining a positive work atmosphere by acting and communicating in a manner that promotes cooperation with co-workers, supervisors, and managers.
- Maintain individual skills, keeping up to date with latest best practices, trends, concepts, and regulations in the specific job area.
- Manage time effectively, meet personal goals and work effectively with other members of the team to meet CURiO goals.
- Follows all safety guidelines and policies. Makes supervisor/manager immediately aware of any observed safety issue. Keeps work area clean and organized.

Position requires extended work hours as necessary to meet seasonal deadlines, including weekend work. Performs other work as assigned.

**Minimum Qualifications**

- Bachelor's Degree or equivalent experience in Finance or Accounting
- Ten years' experience in senior-level finance or accounting position

- Five years' experience effectively managing, supervising, and mentoring staff

**Computer and/or software qualifications:**

- Advanced level of proficiency in Microsoft Excel
- Intermediate level of proficiency in Microsoft Word
- Knowledge of automated financial and accounting reporting systems

**Core Competencies:**

- Mastery of finance, accounting, and cost control principles including Generally Accepted Accounting Principles.
- Knowledge of federal and state tax and financial regulations.
- Ability to analyze financial data and prepare financial reports, statements, and projections.
- Ability to work effectively within a cross locational team environment
- Strong critical and analytical thinking skills
- Detail oriented and with a drive to determine root cause of discrepancies and issues
- Interpersonal skills using tact, patience, and courtesy
- Self-motivated individual who can work and problem-solve independently with minimal supervision
- Ability to organize, prioritize and coordinate accounting tasks
- Ability to maintain integrity of the highest level
- Ability to exercise strong judgment in analyzing, appraising, evaluating, and solving problems of a difficult, procedural, organizational, administrative, or technical nature.
- Ability to communicate and interact effectively with managers, co-workers, customers, vendors, and other partners.
- Ability to process, maintain and protect company confidential/proprietary information
- Skill in personnel management through motivating, developing, and directing people as they work, identifying the best people for the job.

**Preferred Qualifications:**

- CPA preferred
- Public Accounting experience
- Heavy Manufacturing Industry experience a plus!
- Prior experience with SyteLine ERP

**Travel Requirement:** Less than 10%

**Working Environment and Physical Demands:**

- General office environment: Works generally at a desk in a well-lit, air-conditioned cubicle/office, with moderate noise levels
- Ability to sit for hours at a time, viewing computer monitor and using telephone on a constant basis; some walking and standing relative to interaction with other personnel
- Occasionally required to lift and/or move items weighing 10 – 15 pounds
- Occasional exposure to work near moving mechanical parts and areas where equipment/product reaches high temperatures is possible.
- Occasional exposure to dusty and fragrant conditions, varying temperature levels, and high noise environments is possible.
- Periods of stress may occur