

# ACCOUNTING SUPERVISOR

(due to pending retirement)



## Position Summary:

The Accounting Supervisor reports to the Financial Manager for the coordination and performance of all duties associated with the financial records of the company; assists with analyzing the financial health of the company for review by the Financial Manager and company Treasurer, responsible for development and performance of hourly staff.

## Position Requirements:

- Post-secondary degree in accounting required with minimum five years in accrual-based accounting
- Accounting for manufacturing facility with cost accounting of products strongly preferred
- Strong analytical, organizational and supervisory skills required
- Experience in project management and budgetary responsibilities strongly preferred
- Strong computer skills including ERP development and usage (Oracle Fusion preferred), MS Office with advanced level skills using Excel
- Excellent communication skills (written and verbal) with the ability to multi-task ongoing responsibilities and projects in a professional manner.
- Lead, manage and develop department personnel with the ability and desire to backup the Financial Manager's duties.

## General Job Duties:

- Preparation, reconciliation, reporting and analysis of company financial records including accounts payable, accounts receivable, inventory, fixed assets, liabilities, general ledger, and capital projects.
- General accounting work including journal entries, allocations, account reconciliation, financial statement reporting and distribution, budgeting, inventory control.
- Cash management including wire transfers, foreign exchange rates, processing and tracking receipts, payments, bank statements.
- Assist with collection of data for Cost accounting of products; internal and external audit activity.
- Tracking of expenses for cost reduction recommendations
- Understanding and maintenance of information into/out of Oracle accounting system beyond a general user
- Must be able to work with multiple personalities in a constructive and professional manner.

## Hours and Benefits:

- Base work schedule is Monday thru Friday, onsite during day hours with overtime as needed for business necessity. Flexible work schedule during project work will be required.
- BioKyowa offers a benefit package including medical, dental, prescription drug and dental insurance, FSA/HSA, life and disability insurance, 401k match and profit sharing (up to 7%), and vacation (15 days annually).
- Salaried wage is based on qualifications and experience, with an estimated starting **range of \$60,000 - \$80,000**.

## Quality Requirements (for food production safety):

Minimal facial hair, minimal makeup, no jewelry, false fingernails, nail polish, hair extensions, wigs, toupees, cologne or perfume. Long hair must be tied up for safety reasons. Facility is a non-smoking, non-tobacco facility.

## Send Resume and Cover Letter with references to:

Email: [Jobs@biokyowa.com](mailto:Jobs@biokyowa.com)

Online Application: [www.work4bio.com](http://www.work4bio.com)

US Mail: BioKyowa Inc. Attn: HR Dept, PO Box 1550, Cape Girardeau MO 63702-1550