



**Location for this position:**

Rowmark  
5409 Hamlet Dr.  
Findlay, Ohio 45840  
[www.rowmarkllc.com](http://www.rowmarkllc.com)

**Title:** Accounting Analyst

**Reports To:** Controller

**Primary Purpose:** Emphasis on day-to-day accounting functions; including month-end close and reporting, fixed asset tracking and depreciation; ad-hoc reporting and related analysis; assistance with audit & tax preparation; and support of cost accounting functions.

**Expected Attributes of Employees:**

- Positive attitude with a high level of accountability, personal drive, ambition, integrity.
- Competent in communicating and building relationships directly and openly throughout the organization, strong verbal and written communication skills.
- High level of problem solving, troubleshooting, and multi-task/project management skills.
- Passion for continuous improvement in all aspects of the company's performance; Driven for results and measuring progress.
- Ability to work in a fast-paced, interactive work environment; Working effectively with fellow team members to become cross-trained and to cross-train others to meet deadlines during times of peak workloads and special projects.

**Qualifications:**

- Bachelor's degree in Accounting.
- Previous experience in a manufacturing environment preferred.
- Understanding of financial statements.
- Excellent communication and problem solving skills.
- Strong knowledge and experience with Microsoft Excel and MS Office applications.
- Experience with accounting software and integrated ERP systems.
- Effective communicator through both verbal and written means.

**Primary Duties & Responsibilities:**

- Assist with the month-end close and financial reporting process.
  - Complete entries related to fixed assets and inventory movement
  - Reconcile inventory and fixed assets to general ledger
  - Assist with preparation of U.S. divisional financial statements and related reports.
  - Perform analysis of results, and document findings and explanations relative to identified items.
- Assist with the planning and preparation of the annual operating budget.
  - Provide assistance to individual managers during the budgeting process, including requested historical information.
  - Compile projected cost information needed to establish estimated expenses for the completion of the operating budget.
- Prepare monthly Budget-to-Actual reporting and analysis.
  - Provide detail to department managers and gather action plans for identified areas of concern.
  - Communicate areas of concern and action plans to management as appropriate.
- Assist with establishing cost accounting policies and procedures, including the development of standard costs for all components of inventory, including direct labor and overhead rates.



- Manage the fixed asset accounting for all domestic divisions.
  - Update and maintain the fixed asset ledger for all capital purchases, per the fixed asset policy.
  - Establish and maintain the appropriate book and tax depreciation for all capital assets included on the fixed asset ledger.
  - Monitor the capital asset budget and ensure purchases are reconciled to appropriate budgeted items.
- Assist with the preparation process for the year-end audit and interface with the external auditors to provide requested information or support when needed.
- Assist with special project preparation or implementation, as assigned.
- Assist with compiling appropriate information for completion of the annual consolidated tax returns.
- Perform other duties as assigned to meet department and company goals

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***At Rowmark, we are passionate about making our customers look great!***

We proudly manufacture, market and distribute of a wide array of innovative and quality products for our customers primarily in the awards, recognition and signage markets.

Founded in 1997, our company has developed into the leader in the markets we serve. Our state-of-the-art manufacturing, warehousing and distribution systems continue to be keys to our success.

Rowmark's family of companies is headquartered in Findlay, Ohio, where it manufactures its plastic sheet materials in a new 88,000 square foot facility. Our extensive product line of sheet materials are distributed in over 80 countries around the world.

Rowmark also owns and operates a separate lamination and film business unit in Trenton, NC as well as an additional customer service/distribution centers located in Belgium and Australia. In June 2018, our company partnered with Windjammer Capital, staging us for major growth.

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Rowmark is an Equal Opportunity Employer that values our employees and offers a competitive pay and benefits package, an encouraging, supportive environment with training, professional development, recognition programs and career growth opportunities. Our benefits include profit-sharing, medical, dental, vision, 401(k), life insurance, flexible spending account options, short-term and long-term disability, vacation and paid company holidays.

We believe that people have always been and will continue to drive the success of our company. *Rowmark is open to assisting with relocation costs for a strong candidate that meets the qualifications of the position, if necessary.* If this sounds like the opportunity for you, we invite you to submit your name for consideration.

Please send resume and salary requirements to: [kwinner@rowmark.com](mailto:kwinner@rowmark.com)