



**Location for this position:**

*Johnson Plastics Plus  
12450 Oliver Ave. South #100  
Burnsville, MN 55337  
www.jpplus.com*

**Title:** Accounting Manager

**Location:** Burnsville, MN

**Reports To:** CFO

**Primary Purpose:** Emphasis on financial statement preparation, reporting and analysis; ad-hoc reporting and related analysis; forecasting and pro-forma modeling; coordination of the budgeting and planning processes; and assistance with audit preparation. Also responsible for supervising, tracking and evaluating day-to-day activities for Accounts Receivable.

**Expected Attributes of Employees:**

- Exhibit a positive attitude.
- Show personal drive, ambition, and ownership of work.
- Ability to make sound decisions with little direction.
- Demonstrate a high degree of integrity, honesty and trustworthiness.
- Establish personal and professional goals.
- Balance issues emotionally and objectively.
- Communicate at the most direct level.
- Maintain a strong work ethic and inspire others.
- Empathize with other employee concerns.

**Qualifications:**

- Bachelor's degree in Accounting/Finance
- Previous (5+ years) of related accounting experience, in a distribution environment preferred.
- Thorough understanding of financial statements and their inter-working relationships as well as cost accounting principles.
- Excellent analytical, deductive reasoning and critical thinking 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.
- Ability to work in a fast-paced, interactive work environment

**Primary Duties & Responsibilities:**

- Complete the month-end close and financial reporting process for our domestic distribution entities.
  - Execute monthly accounting close procedures and deliverables (journal entries, reconciliations, reports) in compliance with GAAP.
  - Prepare consolidated and divisional financial statements and related reports.



- Perform comprehensive analysis of results, and document findings and explanations relative to identified items.
  - Manage and oversee the daily operations related to accounts receivable, provide support and understanding necessary to perform the position.
  - Assist with the planning and preparation phases for the annual operating budget.
    - Administer budget instructions, guidelines, and templates to each individual department manager to assist with their portion of the budgeting process.
    - Provide assistance to individual managers during the budgeting process, including requested historical information.
    - Assist the sales staff in the development of the customer sales quotas for the coming year.
    - Compile projected cost information to support estimates needed for the completion of the operating budget.
  - Prepare monthly Budget-to-Actual reporting and analysis.
    - Conduct monthly business unit meetings on financial operating results in terms of profitability, performance against budget, and other matters that impact operating effectiveness
    - 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 the preparation process for the year-end audit and interface with the external auditors to provide requested information or support when needed.
  - Prepare trend analysis reports, forecasts, and pro-forma modeling for any of the business units as requested.
  - Prepare ad hoc reporting and requests from management or other areas, as appropriate.
  - Assist with special project preparation or implementation, as assigned.
  - Assist with compiling appropriate information for completion of the annual consolidated tax returns.
  - Perform all other tasks as assigned.
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**Johnson Plastics Plus** is the leading supplier/distributor to the engraving and sign-making industry. As part of the Rowmark brand, JPP strives to provide world class products and service to our customers each day through our distribution facilities located throughout the U.S.

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Johnson Plastics Plus 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. 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)