



Accounting Manager

Job Title: Accounting Manager

Status: Full Time

Reports To: CFO

Department: Accounting/Finance

Direct Reports: Yes

Location of Job: Mequon, WI

Prepared Date/Rev: 01/2019

Exempt/Non-Exempt: Exempt

Founded in 1872 and based in Wisconsin, [Design House](#)® provides a variety of home products to create living spaces you'll love at prices you'll appreciate. We offer products for every room at an affordable price, because we believe that upgrading your home shouldn't break the bank.

Job Purpose:

Our Accounting Manager will oversee accounting department functions to ensure efficiency and compliance. They will provide timely and accurate financial information and ensure appropriate internal controls and processes are in place to protect all business assets. They must have thorough knowledge of GAAP and practices along with excellent ERP skills. They will assist in directing financial activities of the organization

- Manage the month end close process
- Prepare bank and account reconciliations
- Preparation of monthly financials
- Ensure proper inventory valuation and costing
- Coordinate and prepare necessary documentation for the annual audit
- Analyze and maintain adequate reserves for customer rebates, returns, and bad debts
- Supervise the accounts payable staff including cross training, and overseeing the payment process through check, credit card, ACH, and wires
- Plan, prepare, and execute annual budget and forecasts
- Identify and implement process improvements to reduce redundancy
- Direct the multi state sales tax process including return filing, payments, and nexus analysis
- Champion the proper segregation, efficiency and documentation of accounting processes

Qualifications:

- Bachelor's Degree in Accounting
- CPA certification preferred
- Five to ten years of senior level accounting experience in a corporate environment
- Team player with ability to interact with all levels of the organization
- Experience with establishing and maintaining a banking relationship
- Budgeting and business planning experience

Please send cover letter and resume to:

Gabriela Oberlander

goberlander@todaysdesignhouse.com

5205 W. Donges Bay Rd.

Mequon, WI 53092



Accounting Manager

- Cost accounting and inventory management experience
- Able to organize and manage multiple priorities unsupervised
- Strong attention to detail and the ability to work in a fast-paced environment
- Must demonstrate initiative, judgment, tact and diplomacy in dealing with internal and external customers
- Able to handle confidential and proprietary information
- Self-motivated enthusiastic, positive attitude and a team player
- Strong computer skills, specifically Excel (managing spreadsheets, creating charts and using advanced formulas)
- Experience with ERP accounting modules and system implementations and upgrades

Physical demands:

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk and hear. The employee may occasionally lift and/or move up to 40 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Work Environment:

While performing the duties of this job, the employee is exposed to the office and warehouse conditions prevalent at the time in terms of temperature/weather. The noise level in the work environment is usually minimal.

Please send cover letter and resume to:

Gabriela Oberlander

goberlander@todaysdesignhouse.com

5205 W. Donges Bay Rd.

Mequon, WI 53092