

JOB DESCRIPTION

JOB TITLE: Financial Reporting & Budgeting Manager
DEPARTMENT: Accounting
PEOPLE LEADER: Financial Director

EXEMPTION STATUS: Exempt
EEO-1 STATUS:

JOB SUMMARY: The Financial Reporting & Budgeting Manager will lead and oversee all financial and budgeting practices for the organization. This role combines strategic financial leadership with hands-on management of technical accounting practices, compliance, and reporting.

This role is responsible for providing financial guidance and support to the organization with a strong focus on ensuring the accuracy and relevance of financial reporting. This individual will have a focus on developing scalable processes by identifying areas of opportunity for improvement and automation, driving and managing change and continuous improvement in profit, processes, systems, and people.

ESSENTIAL DUTIES

- Own the financial statement close and preparation process, developing best in class operations to support future audit requirements.
- Responsible to deliver flawless production of timely and accurate financial statements including reconciling the balance sheet accounts, applying judgement to estimates and reserves, analyzing P&L accounts, booking adjusting journal entries, preparing balance sheet, income statement, and cash flow; providing factual analysis of variances from plan and period to period.
- Management of the budgeting, forecasting, and quarterly reforecasting process.
- Maintain complete and accurate accounting records including General Ledger, Income Statement, Balance Sheet, and Cash Flow Statement reporting.
- Lead the budgeting process. Prepare and manage the Annual Operating Plan (AOP) reviewing financial projections and budgets.
- Conduct variance analysis to assess performance against targets.
- Conduct profitability analysis to assess the financial health of the business.
- Develop and implement regular financial reports and dashboards tracking KPIs to measure profitability, identify areas for improvement and provide recommendations to enhance profitability.
- Support the reorganization of the financial function by developing and executing centralized SOP's, establishing consistency of systems and tools, implementing automation to maximize productivity.
- Advanced knowledge of US GAAP and financial reporting standards
- Develop, implement and maintain financial controls, policies and workflows in compliance with GAAP.
- Ensure financial information is fairly presented in accordance with GAAP.
- Lead the support of internal and external audit activities.
- Manage all internal and external financial related reporting requirements including bank and investor compliance reporting.
- Participate in and document project/business case reviews.

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- Act as a strategic partner across the organization, delivering meaningful insight and financial decision support.
- Manage Accounts Receivable, Accounts Payable, cash management and other treasury related duties. Take responsibility for overall company cash management by ensuring expenses conform to established policy and customer amounts are received per contract terms.
- Responsible for cash management including daily cash positions, weekly forecasts, 13-week cash flow analysis.
- Treasury ownership of debt covenant reporting
- Oversee all tax compliance and regulatory reporting requirements with the help of our external service providers.
- Lead process improvement projects and understand robotics and automation tools to drive efficiencies
- Ability to work at a detailed level understanding nuances of processes, transactions, financials, and systems as well as strategic thinking.
- Ensure data accuracy and integrity in financial reports and systems, consistently improving financial processes.
- Excellent communication, presentation, interpersonal, leadership, project, and change management skills are required.
- Other duties and projects as directed and assigned.

PROFESSIONAL

- Ability to adapt and work in a fast-paced environment.
- Build and foster an environment of teamwork, integrity, and leadership.
- Communicate, written and verbal, in a manner that is respectful, professional, and polite.
- Demonstrate efficient time management skills by being punctual and reliable.
- Keep workstation clean and free of clutter.

WORK ENVIRONMENT

- The physical environment requires the employee to work in an open office setting with regulated temperatures, where many people are on the phone for long periods.

PHYSICAL DEMANDS

- Sitting or standing at a desk, typing, looking at multiple computer screens, and responding to inbound/outbound phone calls, emails, and instant messages throughout the day.
- Occasionally may need to bend, stand, or lift up to 10 lbs.

POSITION TYPE AND EXPECTED HOURS OF WORK

- This position is full-time, in-office. Employees typically work Monday-Friday, typical working hours (with an hour lunch), 40+ hours per week, as business demands.
- This role is expected to work outside of typical business hours as business needs dictate.

TRAVEL

- This position would require minimal to no travel. Employees may travel to work-related conferences, trainings, events, etc.

QUALIFICATIONS**Education**

- Bachelor's degree or MBA in Accounting, Finance or similar
- CPA certification preferred.

Experience

- 5+ years of professional accounting experience in managerial role, ideally with a mix of public and corporate accounting
- Strong US GAAP accounting knowledge
- Experience with General Ledger bookings and oversight of monthly close processes including balance sheet reconciliation/substantiation, journal entries, and variance analysis.
- Experience in the logistics industry required.
- Factoring experience required.

Knowledge, Skills, & Abilities

- Expert in accounting functions of McLeod Transportation Management System.
- Strong analytical and financial skills with a track record of execution against deliverables
- Proficiency in financial modeling and data analysis tools.
- Experience building executive-level dashboards or reporting tools.
- Independent decision making
- Project or change management Proficient in Microsoft Office Suite (Excel, Word, and PowerPoint).
- Structured mindset with process/continuous improvement orientation and automation or intelligent solution experience preferred.
- Ability to multitask and prioritize to meet deadlines in a fast-paced environment.
- Detail-oriented with a strong commitment to preparing accurate work.
- Strong track record of successfully motivating and developing team members.
- Strong interpersonal and communication skills, effective in communicating key data, including presentations to senior management or other outside partners.
- A proactive self-starter with a desire to learn, innovative inquisitive mindset and ability to manage multiple priorities simultaneously.
- Ability to identify and execute operational excellence and continuous improvement initiatives to improve resource optimization.

DISCLAIMER: EASE is a rapidly growing and changing company, responsibilities of this position will continue to adjust as needed to meet business demands. This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee and may change, or new ones may be assigned at any time. Employees will be notified of any additions or changes to responsibilities, duties, or expectations by their direct manager or anyone in a position of authority within EASE Logistics.

EQUAL OPPORTUNITY: EASE Logistics Services LLC is an equal opportunity employer. Each applicant and employee will be given full consideration for employment and advancement without regard to race, religion, color, sex, national origin, veteran status, age, or disability.