

Progressive National Company has an opening for an Accounting Supervisor to join the Finance Team. Reporting directly to the Financial Controller, the Accounting Supervisor is responsible for adding value by leading the Finance Team and ensuring that they are providing meaningful financial information that is professional, accurate and free of material misstatements. As the Accounting Supervisor, you will be required to provide financial and technological leadership for current and new staff. This would include training on new systems, tools and overall processes and procedures while incorporating high-level thinking and analysis within the group. .

**Job Duties:**

- Lead and supervise the day to day operations of the Finance Department
- Full knowledge of general accounting principles
- Identify issues and implement solutions for day-to-day accounting related inquiries
- Provide general support to the accounting department and management as required
- Train new hire staff in the accounting department
- Complete monthly statement reconciliation
- Administer the company group benefits
- Review over-due receivables
- Apply discretion and escalate relevant activities to management
- Monitor and analyze departmental efficiencies and procedures
- Utilize resources to ensure compliance and accuracy to enhance workflow of the departments
- Lead and supervise annual audit
- Lead and supervise annual inventory
- Provide direction and oversee cross functional roles: inventory transfers, goods receiving, and A/P, A/R and office clerks
- Understand and follow basic accounting principles
- Adhere to all company policies and procedures
- Perform other duties as assigned by management

**REQUIREMENT**

- Must have 4-5 years of leadership experience in an accounting related role
- Must have a bachelor's degree in accounting or equivalent designation
- Demonstrated computer literacy, Sage, spreadsheets, and MS Office products
- High attention to detail
- Strong communication skills(both written and verbal)
- **Must be able to communicate clearly and articulately**
- Must be able to multi-task with a high level attention to detail
- Must be able to think critically and problem solve
- Must be able to best utilize time and resources effectively by planning and scheduling work priorities
- Must be self-motivated and able to work in an unsupervised environment

*We thank all that apply, however only successful candidates will be contacted*