

**SEWON AMERICA, INC.**  
**JOB DESCRIPTION**

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**Job Title:** Finance Specialist

**Department:** Accounting

**Reports To:** Manager of Finance

**Current as of:**

**JOB PURPOSE:** Responsible for recording, analyzing and reporting financial activity. The Specialist will assist with the clear and transparent recording in the finance system and operations of the company.

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**SCOPE / DIMENSIONS: Supervisory: 0**

**Budget: None**

**Purchasing authority: None**

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**ESSENTIAL FUNCTIONS:**

- Maintain the company's financial records in accordance with generally accepted accounting principles and company policies and procedures.
  - Performs account reconciliations, journal entries, variance analysis and financial statements.
  - Assist with budgets and forecasts.
  - Assist in financial and tax audits.
  - Assist in the preparation of tax returns and government surveys.
  - Oversees and safeguards company assets.
  - Assist financial management with special projects as required.
  - Promote an associate relations environment that is consistent with long term management objectives.
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**SECONDARY FUNCTIONS:**

- Serves as a member of various committees as needed.
  - Performs other duties as necessary.
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**SPECIALIZED TRAINING, SKILLS, ABILITIES, EXPERIENCE:**

- Teamwork oriented, Flexible schedule like long hours sometimes required (including holiday and weekend).
  - Must be able to convey information and ideas clearly
  - Must be able to work well in stressful, high-pressure situations while maintaining composure and objectivity under pressure.
  - Must be effective at listening to, understanding and clarifying concerns and issues raised by employees
  - Must have the ability to assimilate complex information, data, etc. from various sources and consider, adjust or modify to meet the constraints of the particular need
  - 4-year degree in Accounting, Finance, Business or an equivalent field required. AICPA, FRM, CFA qualification preferred and Finance Accounting, Cost Accounting, and Finance Analysis experience preferred
  - 2 plus years previous manufacturing accounting experience necessary.
  - Knowledge of computer based accounting systems, like ERP systems, Microsoft Office (Excel, Word, Power Point)
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**PHYSICAL REQUIREMENTS / WORKING CONDITIONS:**

- Office environment with noise from computer peripherals such as printers and disk drives.
  - Use of video display terminal (VDT) for periods in excess of 30 minutes at a time. Possible eyestrain from extended periods of viewing VDT.
  - Distractions associated with telephone calls and the close proximity of other workers in an open work area.
  - Sometimes lifts, carries or moves objects - up to 15 pounds.
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