Title: **Finance Supervisor**
Department: **Accounting**
FLSA: **Exempt**
Supervises: **Accounting Payroll Specialist**
Reports to: **Vice President – Finance, Accounting, & HR**

SUMMARY

The Finance Supervisor is responsible for financial reporting, financial planning and analysis, and other processes required to keep Uniek in compliance with all government regulations as they relate to corporate finance. Key responsibilities include the production of periodic internal and external financial reports, financial analysis, coordination of annual audits, insurance management, and assistance with tax and payroll.

PRIMARY REPSPONSIBILITIES

1. Direct and coordinate annual company financial planning and budget management functions and the monthly financial forecast.
2. Direct the creation, completion, and publication of accurate and timely monthly financial reports.
3. Provide regular analysis of and insights regarding financial results
4. Support the payroll function by reviewing biweekly hourly payrolls and semi-monthly salaried payrolls. Provide input on most payroll functions including benefits.
5. Prepare financial analysis for contract negotiations and product investment decisions.
6. Coordinate annual financial audits and provide recommendations for improvements.
7. Coordinate periodic audits for banks, taxing entities, insurance and other as necessary.
8. Assist in administration and annual audit of company 401(k) plan.
9. Primary contact with audit and tax staff at Baker Tilly.
10. Primary contact with operations staff at BMO Harris Bank.
11. Administer expense reimbursement system and travel agency relationship
12. Administer the corporate insurance program including property, product liability, umbrella, workers' compensation, auto coverage, cyber, cargo, customs bonds and other coverage as necessary.
13. Assist with local, state, and federal tax reporting requirements.
14. Perform other tasks and duties as directed by senior management.

KNOWLEDGE & SKILL REQUIREMENTS

1. Bachelor's degree in finance, accounting, or related field.
2. 10+ years of experience in financial management, accounting, or FP&A.
3. Strong knowledge of GAAP, financial reporting, and audit processes.
4. Proficiency in financial software.
5. Excellent analytical, problem-solving, and communication skills.
6. Ability to manage multiple priorities and meet deadlines.

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7. Knowledge of payroll regulations and processes.
8. Knowledge of federal and state financial regulations.
9. Ability to analyze financial data and prepare financial reports, statements, and projections.
10. Working knowledge of short- and long-term budgeting and forecasting.

WORKING CONDITIONS

Working conditions are normal for an office environment. Work requires occasional weekends, holidays, or evening work.