



<b>Title:</b>	Financial Manager	<b>Company Name:</b>	Puustelli USA
<b>Location:</b>	3300 Edinborough Way, Suite 550, Edina, MN 55435	<b>Travel Required:</b>	Will be expected to travel as needed during company events
<b>Salary:</b>	Open for discussion	<b>Position Type:</b>	Manager
<b>Contact:</b>	Veronica A. Tews 952-715-3036 veronica.tews@aemcpas.com	<b>Date Posted:</b>	06/06/17
<b>Will Train Applicant(s):</b>	Yes.		

**Applications Accepted By:**

**EMAIL:**

Veronica.tews@aemcpas.com  
Subject Line: Applying for Financial Manager

**Job Description**

The Financial Manager position is both a strategic and an operational position that encompasses a wide variety of activities with involvement in all phases of accounting, administration, vendor and customer relationships and Human Resources administration. The Financial Manager position is a management position who is a member of the leadership team.

Puustelli, the leading Scandinavian kitchen manufacturer in Finland, and Puustelli USA, the North American arm, are looking for a high achieving team member. Puustelli employees are its greatest assets. It is for this reason that Puustelli offers a competitive salary package which includes health, dental, vision benefits and a 401(k) plan match.

**Essential Functions**

**Transactions**

1. Ensure that accounts payable are paid in a timely manner
2. Ensure that all reasonable discounts are taken on accounts payable
3. Ensure that accounts receivable are collected promptly
4. Process payroll in a timely manner
5. Ensure that periodic bank reconciliations are completed
6. Ensure that required debt payments are made on a timely basis
7. Maintain the chart of accounts

### **Transactions (Continued)**

8. Maintain an orderly accounting filing system
9. Maintain a system of controls over accounting transactions

### **Reporting**

1. Issue timely and complete financial statements, and job cost reporting
2. Recommend benchmarks against which to measure the performance of company operations
3. Calculate and issue financial and operating metrics
4. Manage the production of the annual budget and forecasts
5. Calculate variances from the budget and report significant issues to management
6. Provide for a system of management cost reports
7. Provide financial analyses as needed, in particular for capital investments, pricing decisions, and contract negotiations

### **Office Management**

1. Handle front office activities such as mail
2. Develop and maintain employee handbook and confidential employee files
3. Post job opening, coordinate interviews and follow through to hire
4. Manage benefit administration and employee communication
5. Develop and implement performance review process, interview process, hiring and termination process and staff meetings

### **Events Management**

1. Assist in planning events and follow through with all compliance documentation to meet state and federal regulations



2. Become an integral part of the team during company's events.

**Desired Qualifications:** The candidate should have a Bachelor's degree in accounting or business administration, or equivalent business experience and five plus years of progressively responsible experience.