



Accounting Manager

Wigwam Mills, Inc. is a long-standing leader in the US-based development and manufacturing of high-quality, performance socks. We work together as a team and know that our greatest asset is a loyal, well-informed employee. Founded in 1905 by the Chesebro family, Wigwam remains privately owned today. Come join our family-owned business, proudly located in Sheboygan, WI for over 110 years!

PRIMARY POSITION FUNCTION:

Direct the general accounting and payroll operations of the corporation.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- General accounting operations, financial statement preparation, and accounts payable management activities of the organization.
 - Direct the installation and supervision of all accounting records in the corporation.
 - Initiate, prepare and issue standard practices relating to accounting matters and procedures.
 - Direct the preparation of the financial statements and reports and ensure issuance on a timely basis to include:
 - Journal entries and back up reports
 - Trial balance
 - Monthly profit and loss statements
 - Comparison of actual results to budgets
 - Other financial statements or reports for management
 - Develop budget for accounting function and oversee preparation of the corporate budget.
 - Review the corporate budget and submit to Vice President of Finance with recommendations on approval, revisions, etc.
 - Prepare, analyze and provide overhead data and allocation of expenses and other information needed for preparation of budgets and profit plans.
 - Develop and maintain internal audit controls and procedures.
 - Maintain appropriate records of authorized appropriations and vendor invoices and determine that all sums extended pursuant there to are properly accounted for.
 - Oversee and ensure the preparation of necessary cost data (burden, overhead, etc.) for submission to manufacturing or other management for proper costing of products.

- Supervise and train the clerical personnel reporting to this position. Recommend to the Vice President of Finance wage adjustments for these clerical personnel. Administer established Human Resources policies and procedures within their area.
- Responsible for the timeliness and accuracy of reports and documents originating in the accounting area.
- Prepare for and assist in the annual audit of the corporation's books by the outside auditors.
- Perform other duties as assigned by the Vice President of Finance.
- Responsible for the timely completion of government surveys.
- Responsible for invoicing all raw materials sold to others.
- Prepare for and oversee yearly physical inventory and cycle counts.
- Knowledge of and ability to step into A/R, A/P, and credit functions when necessary.
- Review inventory scrap transactions and work orders for errors in reporting.
- Payroll Department management and month end duties
 - Direct the computation and preparation of the factory payroll.
 - Responsible for the computation and preparation of the Non-Exempt and Salaried payrolls.
 - Prepare data and submit appropriate withholding and unemployment taxes to the Federal and State governments on a timely basis, including quarterly and year end reporting.
 - Prepare data and submit appropriate payments and reports for the employee retirement plan.
 - Initiate, prepare and issue standard practices relating to payroll matters and procedures.
 - Update the various "cash" worksheets with deposit and payment data.
 - Reconcile bank statements.
 - Initiate ACH commissions monthly, and other ACH and wire payments and receipts as needed.
 - Responsible for check fraud control and positive pay through online banking.
 - Prepare payroll month end journal entries and account reconciliations.
 - Work with Director of Human Resources to ensure appropriate deductions are being taken on pay checks and reconcile with monthly invoices.
 - Prepare for and assist in the annual 401k audit performed by the outside auditors.
 - Prepare annual W-2 and 1095 statements.
- Position titles reporting to this position:
 - Accounts Payable Clerk
 - Factory Payroll Clerk
- Extent of supervision received:
 - Consults with the Vice President of Finance frequently.
 - Consults with the Director of Human Resources frequently.

- Perform related duties as assigned by supervisor
- Maintain compliance with all company policies and procedures

EDUCATION AND EXPERIENCE REQUIREMENTS:

REQUIREMENTS:

- Minimum 4-year Bachelor's Degree in Business Administration or Accounting required
- Minimum of 3 years of experience in Accounting or related field
- Excellent verbal and written communication skills
- Advanced proficiency in Microsoft Excel

PREFERENCES:

- Master's Degree in Business Administration (MBA) or CPA preferred
- 5 or more years of experience in Accounting or related field preferred
- Experience with payroll preparation and payroll tax reporting preferred

PHYSICAL REQUIREMENTS:

- Ability to safely and successfully perform the essential job functions consistent with the ADA, FMLA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Ability to maintain regular, punctual attendance consistent with the ADA, FMLA and other federal, state and local standards.
- Must be able to talk, listen and speak clearly on telephone. While performing the duties of this job, the employee is frequently required to sit; talk or hear; and use hands to handle, or touch objects or controls.

WORK ENVIRONMENT:

- Normal office environment with some exposure to the factory.