



# Southwestern Carpets LLC.

<b>Job title</b>	<i>Director of Finance</i>
<b>Reports to</b>	<i>President</i>

## Job purpose

Responsible for managing key financial and accounting processes, as well as maintaining related records.

## Duties and responsibilities

- Analyze and approve credit for new builders
- Run and review quarterly reports
- Accounts receivable – post payments and deductions
- Manage accounts payable
- Reconcile credit card statements monthly
- Conduct bank transfers
- Manage business insurance policies
- Month-end accounting – run reports, reconciliation, journal entries
- Assist President and Vice President with commission structure

## Qualifications

- Undergraduate degree in Accounting plus CPA certification
- At least 5 years of accounting experience, or comparable combination of experience and education
- Ability to work collaboratively across departmental functions
- Experience in analyzing business performance and developing financial plans
- Strong knowledge of US GAAP, internal controls and financial reporting

## Position Type/Expected Hours of Work

This is a full-time position. Days and hours of work are Monday through Friday, 7:30 a.m. to 4:30 p.m.

## Working conditions

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

## Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This is a largely sedentary role; however, some filing is required, which would require the ability to lift files, open filing cabinets and bend or stand on a stool as necessary. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Southwestern Carpets LLC. provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.