

Job Opening Description

JOB TITLE: Finance Manager

JOB TYPE: Full-time

DEPARTMENT: Finance

REPORTS TO: Director of Finance

LOCATION: 2516 Main Avenue, Fayetteville, IL 62258

FLSA STATUS: Exempt

DATE PREPARED: February 21, 2017

Deli Star Corporation is seeking a **Finance Manager** for its Corporate Offices and Manufacturing Plant located in Fayetteville, IL (45 minutes from St. Louis).

Essential Duties and Responsibilities:

- Supporting day to day finance department needs.
- Proficiency with Quick Books is required.
- Responsible for reconciling accounts on a monthly basis and provide variance analysis.
- Assist in preparation for year-end audit.
- Assist in budget preparation and quarterly budget review.
- Oversight of payroll, accounts payables & accounts receivable functions.
- Update accounting policies & procedures as necessary.
- Credit Management responsibility.

Knowledge, Skills & Experience:

- Cost Accounting experience is a plus.
- Three (3) years of related experience.
- Excellent technical skills required – MS Office (Word, Excel, and PowerPoint).
- Ability to perform internet research.
- Positive and professional demeanor.
- Strong verbal and written communication skills.
- Ability to exercise good judgment/decision making.
- Ability to anticipate problems and formulate resolutions.
- Solid organizational and time management skills – ability to prioritize and multi-task.

To apply, send a resume to Bill Barrows at bbarrows@delistarinc.com.
