

Senior Accountant/Assistant Controller

Job Summary and Responsibilities:

MPC is seeking a Senior Accountant or Assistant Controller (title will depend on experience) to join our growing team. This position will play a significant role in the development and execution of Finance-related processes across all of MPC's operations, as well as actively participate in strategic growth initiatives and projects. Reporting to the Corporate Controller, this position will have the opportunity to work across functions and operational locations to drive improvements in efficiency and profitability in a growing and changing manufacturing company.

Required Competencies:

- **Business Accounting:** Proficient in the different processes of an accounting department such as Accounts Payable/Receivable, general ledger, financial statements, audits, and reporting requirements and formats.
- **Financial Analysis:** Assesses financial statements and reports to determine key issues or problems and conduct investigation to explain and address them
- **Spreadsheet Skills:** Extracts information from business systems and utilizes spreadsheet software to organize, present and analyze financial information clearly and concisely
- **Communication:** Speaks, writes and presents information in a clear and effective manner
- **Interpersonal Skills:** Makes consistent effort to develop and maintain productive working relationships with teammates at all levels and functions in the organization
- **Punctuality & Work Ethic:** Able to be punctual and accurate with all key deliverables, maintains good attendance, is able and willing to do what is needed to get the job done in advance of external deadlines
- **Organization & Prioritization:** Assesses which tasks or issues are critical to the organization, organizes resources and workload to ensure most important items are addressed in a timely manner, effectively manage a multi-tasking role
- **Active Learning:** Interested to learn new principles and duties, proactively asks to gain knowledge, shows interest and flexibility when new challenges or opportunities arise, listens to other points of view and accepts feedback as a method of improving skills.

Required Credentials:

- Bachelor's Degree in Accounting or related field
- 5 or more years of progressive roles in general accounting and/or financial reporting
- Proficiency with business software suites such as Microsoft Office

Preferred Competencies:

- **Manufacturing:** Familiar with business processes associated with manufacturing, including cost accounting, inventory management, and the order-to-cash cycle.
- **Bilingual Proficiency (English/Spanish):** Can understand and communicate verbally and/or in written form effectively in both English and Spanish

Preferred Credentials:

- Work in accounting in a manufacturing environment
- Work in accounting with multi-location operations
- Advanced spreadsheet skills

Job Activities:

- Participate in month end closings including preparing and posting journal entries, balance sheet reconciliations, and financial statement preparation, reporting and analysis
- Participate and when able take a lead role in the monthly/annual inventory process and reconciliations
- Participate and when able take a lead role in annual bank and financial audits
- Prepare and process annual report information and quarterly government filings
- Prepare monthly banking reporting
- Prepare budget schedules, provide monthly actual vs budget/forecast account analysis
- Lead resolution of supplier disputes related to payment variances, charge backs, discounts and inventory discrepancies in a timely, accurate, and professional manner
- Lead new and existing customer credit analysis, monitor and maintain credit insurance for all existing and new customers
- Participate in new information systems implementations/upgrades, acquisition investigations or other strategic analyses as requested
- Act as back-up for Accounts Payable and Receivable as required
- Act as back-up for daily “flash reporting” of revenue, cash and new orders reporting

Job Details:

- Position reports to Corporate Controller and is primarily located in our W. Cranston, RI location, with routine visits to other locations
- MPC offers:
 - Competitive pay and annual incentive plan
 - Health and dental benefits via Blue Cross Blue Shield
 - Flexible Spending Account (FSA) for out-of-pocket healthcare expenses
 - 401K retirement plan with company match
 - Company-paid term life insurance
 - Interactive performance/development plan and review process
 - Collaborative environment with direct access to leadership team and all aspects of company operations