



KLEIN

A MIND Technology Business

FUTURE THINKING. LEADING TECHNOLOGIES.

JOB TITLE: ACCOUNTING MANAGER

JOB DESCRIPTION: The Accounting Manager position is the senior finance and accounting position at Klein, a key member of the management team, responsible for the day-to-day activities of the company's finance and accounting functions, and with direct-line reporting responsibilities to Corporate Accounting.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Manage monthly close process ensuring accuracy of data and timely submission of Klein's completed financial statements and relevant supporting documentation to Corporate Accounting.
- Manage, train and mentor direct reporting employees and support all Klein employees with questions or issues related to accounting and financial reporting matters.
- Manage and oversee Klein's accounting functions related to revenue recognition and invoicing, cost of sales variance analysis and validation checks, labor and overhead absorption, inventory and fixed asset management, and G/L to subledger and balance sheet account reconciliations.
- Manage quarterly and annual audits of Klein's financial books and records, conducted by MIND's appointed accounting firm, in coordination with Corporate Accounting.
- Monitor compliance with, and the effectiveness of, Klein's internal controls over accounting and financial reporting processes under your responsibility.
- Ensure the accuracy and integrity of Klein's accounting data, and that the data is maintained in accordance with US GAAP.
- When applicable, reconcile long-term contracts monthly to ensure revenue and COGS recognition in accordance with Klein's accounting policies and US GAAP.
- Review standard costs quarterly and revise when deviations are deemed material.
- Manage and oversee annual physical inventory counts, reconciling results with Klein's perpetual inventory system, recording any necessary adjustments accordingly.
- Perform inventory obsolescence review at least annually, more often if indicators of potential obsolescence are noted.
- Assist Klein/MIND management with evaluation of the financial implications of various programs, projects, and strategies under consideration by Klein/MIND.
- Assist Corporate Accounting and appointed/authorized consultants with management of applicable state and local tax, including sales & use tax and property tax, compliance, and audit support.
- Assist Corporate Accounting with ERP system file maintenance, as needed, to ensure the accuracy and integrity of master file data.
- Collaborate with Klein/MIND management on the preparation of annual and interim financial budgets and projections.
- Participate in projects, implementations, integrations, and other undertakings as requested by Klein/MIND management.

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11 Klein Drive • Salem, NH 03079 USA

PHONE: +1 603-893-6131 FAX: +1 603-893-8807

mind-technology.com



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QUALIFICATION REQUIREMENTS:

- Undergraduate degree in Finance or Accounting
- 6 to 8 years of accounting experience with increasing levels of responsibility
- Experience with NAV Dynamics accounting software or comparable ERP system.
- Proficient with Microsoft Excel, Word, and PowerPoint programs.
- Excellent analytical, verbal, written, presentation and follow-through skills.
- Proven leadership and mentoring abilities.

Please forward resume to: Kleinemployment@MIND-Technology.com

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