



Accounting Manager **Extrel EMS, a Process Insights Brand**

We currently have an opening for a **Financial Accounting Manager** at our business unit Extrel CMS, in Pittsburgh, PA. The future of this role may result in project work at other Process Insights companies.

Extrel CMS products offer a total solution for process monitoring, quality control, and safety applications around the globe. Extrel CMS is a wholly owned subsidiary of Process Insights Holdings, along with sister companies, COSA Xentaur Corporation, Tiger Optics, LAR Process Analyzers, and MBW Calibration. Process Insights is a fast growing, innovative company, focused on differentiated solutions and technologies. This position will report into the President of Extrel CMS, with dotted line reporting to the CFO of Process Insights and the Corporate Controller of Process Insights.

The Accounting Manager will plan and direct the accounting operations for MBW Calibration and be responsible for performing a healthy mix of accounting, audit and tax responsibilities. The ideal candidate for this position will be a self-starter, self-managed, capable of handling multiple tasks in a fast-paced environment and has a strong acumen of accounting practices and financial controls. The Accounting Manager will also work closely with the Corporate Controller of Process Insights, as well as other finance peers within the portfolio of companies.

Primary Duties and Responsibilities:

- Maintain financial record-keeping and reporting systems.
- Supervise, billing, receivables, payables, cash receipts, cash disbursements, sales tax reporting, and general ledger functions (two-person team).
- Ensure accurate and timely monthly, quarterly, and year end close.
- Ensure the timely reporting of all monthly, quarterly and annual financial information.
- Produce monthly financial statements including balance sheet, profit/loss statements, and statement of cash flows.
- Obtain and analyze financial information to prepare reports, statements and recommendations.
- Contribute to development of annual budget and perform quarterly re-forecasts.
- Oversee the annual financial statement audit.
- Ensure compliance with the financial procedures of the organization.
- File all sales tax forms.
- Work closely with company President to analyze company and product family profitability (contribution margin, gross margin, EBITDA) and suggest areas for improvement.
- Apply knowledge of accounting practices and principles to the design of Tiger products.
- Assists with implementing and upkeep of financial controls within the corporate-wide ERP system.
- Assure appropriate use of Epicor's ERP system and adopt new business practices as part of newly modeled processes. Becomes a change-agent in support of new ERP practices.
- Prepares analysis and reports that summarize company business activity and financial position in key areas including revenues, expenses, cash and other balance sheet accounts based on past, present and expected transactions

- Coordinates and complies with all external service providers including outside auditors and tax preparers, bankers, insurance brokers and carriers, etc.
- Applies equal amounts of skills and dedication to all other duties as assigned.

Job Requirements:

- Bachelor's Degree in Accounting or Finance, including CPA or CMA.
- Master's Degree is a plus.
- Minimum of 10+ years of experience in accounting and finance, in a manufacturing environment.
- Cost accounting experience required.
- Experience in a fast-paced, rapidly growing environment preferred.
- Must be able to be strategic and tactical in skills and execution. Must have ability to roll up their sleeves and have a "get it done" attitude.
- Detail-oriented with excellent planning, analysis and execution abilities.
- Must have proven analytical and problem-solving skills. A wide degree of creativity and latitude is expected in this position.
- Experience with various accounting software packages; implementation experience a plus.
- ERP experience (preferably Epicor) required.
- Strong team player, with solid organization and time management skills.
- Excellent written and verbal communication skills required.
- Advanced Proficiency in Microsoft Excel required.
- Private Equity experience a plus
- Ability to Travel 20-30%

Process Insights Holdings is an equal opportunity employer with a generous compensation plan:

- Healthcare Insurance provided: Health, Dental and Vision Plan
- Elective deductions for Flexible Spending and Dependent Care Accounts
- Company Paid Life Insurance (1X), Short and Long-Term Disability
- 401(k) Retirement Savings Plan with matching Employer contribution
- Paid Holidays and Vacation.
- Excellent earning potential with qualifying annual bonuses