1. General responsibility and competence:
   • The Chief Accountant is responsible for all areas relating to financial reporting. This position will be responsible for developing and maintaining accounting principles, practices and procedures to ensure accurate and timely financial statements.
   • The Chief Accountant supervises the staff (Accounting assistant, Controller) and is responsible for managing the team to ensure that work is properly allocated and completed in a timely and accurate manner. This position addresses tight deadlines and a multitude of accounting activities including general ledger preparation, financial reporting, year end audit preparation and the support of budget and forecast activities.
   • As part of the Management Team, the Chief Accountant will have contact with the firm’s General Manager and with the CFO and Group Accounting/Consolidation Manager in the companies HQ in Switzerland which requires strong English communication skills both written and verbal as well as a large experience in international accounting issues (Group Consolidation, Accounting standards, Tax etc).
   • Responsible for the preparation and processing of monthly payroll for 50-100 employees; review and ensure accuracy of approved timesheets; track and deduct all garnishments and other special payroll deductions.

2. Tasks Responsibility and competence:
   • Obtain and maintain a thorough understanding of the financial reporting and general ledger structure.
   • Ensure an accurate and timely monthly and year end close.
   • Ensure the timely reporting of all monthly financial information.
   • Assist the Controller in the daily requirements.
   • Ensure the accurate and timely processing of positive pay transactions.
   • Ensure the monthly and quarterly Bank Compliance activities are performed in a timely and accurate manner.
   • Three plus years in a Payroll Office performing all payroll functions; Three years additional payroll office experience in lieu of Associate's degree.
   • Supports budget and forecasting activities.
   • Develop and implement policies and procedures with emphasis on internal controls.
   • Ensure Risk Management procedures bases on the Group Corporate Governance and Risk Management policies.
   • Collaborates with the other department managers to support overall department goals and objectives.
   • Monitors and analyzes department work to develop more efficient procedures and use of resources while maintaining a high level of accuracy.
   • Advises staff regarding the handling of non-routine reporting transactions.
   • Responds to inquiries from the General Manager, the Group CFO and Accounting Manager, Group Controller and other managers regarding financial results, special reporting requests and the like.
   • Supervise the general ledger group to ensure all financial reporting deadlines are met.
   • Supervisor of Corporate Services Division, this includes HR-Management, IT-Services & Facility Management.
   • Assist in development and implementation of new procedures and features to enhance the workflow of the department.
   • Provide training to new and existing staff as needed.
   • Work with each direct report to establish goals and objectives for each year and monitor and advise on the progress to enhance the professional development of staff.
   • Support Cost Analyst with special projects and workflow process improvements.
3. **Key skills:**
   - Education BA/BS in Business with an emphasis in Accounting, CPA required
   - Technical Skills and Prior Experience Five to seven years prior supervisory experience in the financial reporting/general ledger area.
   - Experience working for an industrial multi-national company
   - Must be PC proficient and able to thrive in a fast-pace setting.
   - Experience with large automated accounting system.
   - Must have strong experience with Microsoft Excel, Access and Word.
   - Strong verbal and written communication skills in English.
   - Strong interpersonal, supervisory and customer service skills required.
   - Ability to multi-task, work under pressure and meet deadlines required.
   - The marginal functions of this position have not been included. This job description in no way implies that these are the only duties to be performed. An employee will be required to follow any other job-related duties required by the manager.

4. **Special skills/Experienced in:**
   - Group consolidation procedures
   - Cost accounting & Industrial accounting
   - Transfer pricing & Tax issues
   - Implementation of general accounting processes and organization development in a new-build company

5. **Required language and level:**
   - **Level:** low ☐ medium ☐ high ☑
   - **English** ☑

6. **Reports to:**
   - General Manager / Corporate Services Manager

7. **Direct reports:**
   - Accounting Assistant
   - Cost Analyst

8. **Remarks**