

Dentsply Raintree Essix/Glenroe Technologies Job Description

Raintree/Glenroe Title: General Accounting Manager			
Classification:	Exempt	Reports to:	Controller
Pay Grade:	55	APPROVALS	
Job Code:		Reviewed By	Stacey Schilling; Bill Goss; Marty Sherman
Location:	Sarasota, FL	Approval Date	
Department:	Accounting		
Summary:			
<p>The primary responsibility of the General Accounting Manager is to assist the Divisional Controller \ CFO with all aspects of the division's financial reporting (internal and external), provide operational \ financial analysis for the divisional Controller \ CFO and other functional management and assist the Controller \ CFO and other functional management in the development of financial and operational forecasts, budgets and plans. The General Accounting Manager will participate in the division's SOX compliance process and assist the Controller \ CFO in enforcing Corporate and divisional accounting \ financial policies and procedures. The General Accounting Manager will supervise various members of the division's accounting department staff. This position concentrates on timely processing of accounting tasks, analysis of critical operational \ financial data and is responsible for coordination of monthly financial closing activities. The position is also involved from time to time in special projects as assigned by divisional Controller \ CFO.</p>			

Essential Duties and Responsibilities: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Primarily responsible for the timely preparation of Raintree's and Glenroe's monthly consolidated financial statements and reports.
- Performs/supervises all aspects of Raintree's and Glenroe's monthly financial close. Assists the Controller \ CFO with the preparation of special reports as required by the location's management and/or from the Corporate Controller's or Treasurer's departments.
- Reviews the monthly balance sheet, income statement and all supporting schedules and accounts to ensure financial accuracy and when necessary, prepares correcting entries to ensure integrity of reported data. Calculates and analyzes operating cash flow and other metrics required by the local management and/or the corporate office.
- Ensures the accuracy of monthly financial data that is uploaded into the corporate Hyperion financial consolidation system and reviews the output from the system in terms of COC reports and other monthly data. Analyzes monthly\quarterly\year to date and annual results against budget and prior year.
- Responsible for General Ledger maintenance including proper GL coding of transactions and account reconciliation and analysis.
- Assists the Controller \ CFO in answering all financial queries\information requests from internal management and from internal \ external auditors.
- Responsible for tracking all capital appropriation requests (CAR's) and for the closing of all capital projects.
- Responsible for analyzing the Raintree and Glenroe financial results and liaising with the York Shared Services Group when needed.
- Assist in the preparation all US and State tax reporting packages for corporate tax department.
- Responsible for coordinating and maintaining all SOX initial testing, remediation activity and documentation requirements into the corporate SOX tracking system.
- Preparation of monthly Raintree and Glenroe Departmental financial statements and comparing against budget and forecast. Responsible for communicating this to the Departmental Managers and answering any questions/requests they may have to further analyze their results against budget and forecast.
- Responsible for the maintenance of Raintree's and Glenroe's system of accounts and keeps books and records on all company transactions and assets.
- Responsible for reviewing and approving non exempt Accounting staff time and attendance.
- Provide ongoing feedback to direct reports and complete annual performance reviews for direct reports.
- Assists the CFO/Controller in the completion of the annual budget and with the various forecasts that are required by local management and by corporate. Compiles departmental information for use in developing operational budgets and forecasts.
- Required to perform other duties as requested, directed or assigned.

Education and Experience:
<ul style="list-style-type: none"> • BS Accounting • 5+ years experience in general accounting & financial statement preparation; experience with budgeting & forecasting • Min. 4 years supervisory experience • Public Accounting Experience a plus • Publicly Traded Company Experience a plus • Work Experience in a Manufacturing facility a plus

Raintree/Glenroe Title: General Accounting Manager

Certifications Required:
CPA Preferred
Job Knowledge, Skills and Abilities:
<p>Ability to process complex information Strong attention to detail Demonstrated ability to lead people and get results through others Must be proficient in Excel and Word</p>
Supervisory Responsibilities:
Direct reporting responsibility for the Accountant.
Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
<p>While performing the duties of this job, the employee is regularly required to sit; use hands, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear.</p> <p>The employee must be able to lift and/or move up to 25 pounds.</p> <p>Ability to function in highly stressful situations.</p> <p>Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.</p>
Personal Protective Equipment Required:
None required.
Work Environment: The work environments described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
Work is generally performed in an office or cubicle. The noise level in the work environment is usually moderate.