

JOB DESCRIPTION

Job Title:	Senior Accountant	Dept:	Accounting
FLSA:	Exempt	Issue Date:	01/08/02
		Revision Date:	11/17/2009

Note: Direct reporting structure is based on division organization charts.

Key Areas of Responsibility (Answerable for the following end results)

1. Assist with period-end closes, including review of general ledger and preparation of period-end reports. (i.e. account reconciliation's, bank, balance sheet accounts, etc)
2. Maintain and reconcile fixed asset sub ledger, general ledger and calculation of monthly depreciation. Prepares monthly capital spending and reconciliation reports.
3. Report monthly departmental budget spending.
4. Report payroll spending and conduct periodic analysis of labor variances, including headcount comparisons to budget.
5. Assist in coordinating internal and external audits and required tax reporting.
 - Prepare and maintain department desktop instructions
 - Provide approvals and payment requests for standard recurring expenses (i.e. rents, taxes, leases, etc.)
 - Provide primary support and issue resolution for Accounts Payable and Accounts Receivable functions.
 - Process all incoming and outgoing wires through Trans4m and Bank One applications.
 - Maintain detailed sub-ledgers for the due to/due from with related parties, including tooling. Confirm balances and investigate discrepancies in a timely manner.
 - Prepare and distribute financial forecasts.
 - Assist in the preparation of the annual business plan and re-forecasts
 - Provide primary support & backup for Controller and Accounts Receivable functions
 - Completes credit account set-ups with Vendors
 - General ledger coding of all purchase requisitions, adhering to reimbursable cost and capital policies.
 - Maintain an appropriate work environment within the Finance Department and between other work groups.
 - Document all activities as required.
 - Adhere to all company guidelines for Emergency Evacuation to ensure employee safety.
 - Any additional responsibility deemed necessary by management.

Limits of Authority

- Identify and alert management to any actual or potential issues that would adversely impact program financial performance.
- Initiate actions to prevent the occurrence of any nonconformance relating to product, process & systems.
- Identify and record any problems relating to the product, process or system
- Initiate, recommend or provide solutions through appropriate channels and verify implementation.
- Control further processing and delivery of nonconforming product until the deficiency is corrected.
- Approve purchase requisitions in the absence of the Controller.

Basic Education, Experience and Training Requirements

- Bachelor degree in Finance or Accounting, or equivalent combination of education and experience.
- Proficient computer experience, including Microsoft Office (Word, Excel, etc.) and computerized accounting systems.
- Two or Three years of experience in automotive environment.
- Sound oral and written communication skills.
- Strong organizational skills
- Able to maintain confidentiality on products, services and processes.

Internal Training Requirements

- Quality Mission Statement (QMIS)
- Environmental Mission Statement (EMIS)
- Evacuation Route (EMER)
- Orientation (ORIE)
- [Vision and Culture](#)
- Significant Aspects Overview (ASPC)
- Trans4M Overview (TR4M)
- IDEAS GIL Software (IDEA)
- Process 8.0 – Accounting and Finance Management (PR08)

GM APPROVAL: _____
INITIALS



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Health, Safety and Physical Demand Requirements

- Normal amount of sitting and standing, average mobility to move around an office and plant environment, able to conduct normal amount of work on a computer.
-

Risks Associated with Job Function

- None

The above points have been explained sufficiently.

Employee's Name (Please Print)

Date

Employee's Signature

GM APPROVAL: _____
INITIALS