



**Ink, Heart & Soul - our company philosophy expresses what our customers experience every day. We produce individual ink solutions in close cooperation with our business partners. We are steeped in tradition, yet international and modern. With currently 3,900 staff in more than 30 country organizations we supply and support customers anywhere in the world. As a family business with a professional management we offer quick decision-making, great scope for responsibility, a strong corporate culture and opportunities for professional growth. If you would also like to be involved with Heart & Soul, then you should join us.**

## **Accounting Supervisor (J2010225)**

### **Location**

Des Moines, IA USA

MUST BE AUTHORIZED TO WORK IN THE UNITED STATES.

### Job Summary

Plans and directs operational accounting activities within the organization. Meets customer needs to the best of the incumbent's ability, in line with the SIEGWERK philosophy that the customer is the #1 priority. Adheres to all departmental/company policies and standards to include (but not limited to): (1) maintains a neat, clean and safe work area; (2) maintains regular and consistent attendance; and (3) maintains positive working relationships.

### Job Responsibilities

Supervises accounting team in accordance with the organization's policies and applicable laws. Interviews, hires, and trains employees; plans, assigns, and supervises work; monitors and appraises performance; rewards and disciplines employees; addresses complaints and resolves problems.

Supervise the processing of both raw material and indirect expense invoices.

Supervises the processing of inter-company invoices.

Management of daily cash with guidance from the Regional CFO.

Supervises the posting of all cash receipts.

Responsible for all collection efforts with customer and IC partners.

Supervises the processing of payroll.

Responsible for establishment of all customer credit limits and proper set up in CIMPRO.

Responsible for property, auto & general insurance renewals and claims.

Recommends modifications to existing corporate programs and/or processes.

Other duties as assigned.

### Education and Experience

Bachelor's or Associate's degree in Accounting with a minimum of 5 years related experience plus previous supervisory experience required. Experience within a manufacturing company preferred.

## Knowledge/Skills/Abilities

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, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Extensive understanding of Generally Accepted Accounting Principles (GAAP) as applicable and ability to apply accounting principles, practices and techniques. Strong interpersonal and communication skills required. Strong analytical and problem solving skills required.

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.

Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Strong computer skills relating to Microsoft Word/Excel, ability to create, maintain and understand complex spreadsheets and database applications.

Prior experience with collections and accounts payable.

### **Please address questions and applications to:**

Kym Den Hartog  
HR Generalist

Siegwerk USA Co.  
3535 SW 56th Street  
Des Moines, IA 50321  
U.S.A.  
Fax: +001-515-471-2200  
kym.denhartog@siegwerk.com