

Job Title: Finance Manager
Department: Finance
Reports to: Chief Financial Officer

FLSA status: Exempt
Classification: Administrative
Supervises: None

Position Summary: This position will have a solid understanding of cash management including; cash forecasts, banking, and credit card processing. Experience with risk management and general liability insurance. Position will perform budgeting and forecasting processes. Will also have familiarity with accounting systems, expertise with Microsoft Office (especially Excel). Will also have familiarity with closing processes, skilled with oral and written communications, with the ability to assist in the creation of formal policies, procedures and documentation to improve our processes.

Qualifications:

- Bachelor's Degree or higher in Accounting, Finance, or related field required.
- Minimum 5-10 years of related experience.
- Experience in strategic planning and execution.
- Broad accounting knowledge and expertise in General Ledger, A/R, A/P, Cash management, Inventory, Fixed Assets, Payroll, etc.
- Experience in formulating policy, and developing and implementing new strategies and procedures.
- Expert competency in Microsoft Office suite, primarily Word and Excel, and expertise in QuickBooks.
- Excellent interpersonal and communication skills with the ability to work effectively as a member of finance team and multiple cross-functional project teams.
- Understanding of internal controls.
- Detail-oriented self-starter with the ability to prioritize projects, work within short time frames and meet deadlines.

Essential functions and responsibilities:

- Assisting the CFO with financial activities of the organization in meeting or exceeding the overall financial and strategic objectives of the Company.
- Must perform short-term and long-term planning, budgeting, financial and cash forecasts.
- Responsible for banking needs and relationships.
- Responsible for risk management and general liability insurance.
- Perform essential financial analysis, KPI's, dashboards, budget to actual reporting.
- Responsible for integration and use of broad IT systems and network knowledge.
- Responsible for full charge accounting capability – ability to assist monthly close.
- Suggest and implement cost saving strategies, including leading and managing the overall preparation of financial projections and budgets to achieve financial objectives.
- Provide recommendations to strategically enhance financial performance and business opportunities as well as identify financial implications of business activities.
- Responsible for creating standard operating procedures and process improvement orientation
- Assist the CFO in the design, development, and implementation of financial and accounting systems and programs, which result in accurate and timely financial statements and statistical data for internal and external users.
- Assist in the coordination and activities of independent auditors and the preparation of the annual financial statements, tax filings, and other regulatory reporting.
- Ability to analyze financial data and prepare financial reports, statements, and projections.
- Work requires professional written and verbal communication and interpersonal skills.

To apply: Submit your cover letter and resume to jobs@ragnarrelay.com.

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Nonessential functions:

- Willingness to constructively challenge the status quo and drive efficiency gains.
- Ability to create and execute data-driven solutions; provide sound financial models, and effectively manage risk.
- Interface with other departments, customers, and vendor representatives.
- Responsible for effective communication levels and fosters team building.
- Miscellaneous projects as assigned.
- Perform other related duties as assigned.
- Some lifting (25 lbs.)
- Travel up to 25%

Physical demands and work environment: The physical demands and work environment characteristics 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.

- **Physical demands:** While performing duties of job, incumbent is occasionally required to stand; walk; sit; use hands to manipulate or handle objects, tools, or controls; reach with hands and arms; talk and hear. Employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- **Work Environment:** The noise level in the work environment is usually moderate.

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