

NOTICE OF AVAILABLE POSITION

POSITION TITLE: Management Accountant

POSITION DUTIES: Using knowledge of Certified Management Accountancy principles and applicable software such as MAS 90/200 and Crystal Report, responsible for managing the coordination, planning and reporting of financial activities and supervising all financial operations such as setting financial policies, analyzing trends, costs, revenues, budget requirements and financial obligations incurred to predict future revenues and expenses. Perform all accounting functions including preparation of financial statements, cash flow/sales forecast, cost budget and sales tax compliance. Observe work procedures, gather relevant information and identify problems regarding organizational change, information flow, inventory control, and cost control. Participate in process improvement by proactively monitoring key indicators and communicating and resolving problems to prevent significant financial variations. Drive business goals such as cost reduction initiatives, working capital management, and return on capital employed to ensure that they are adequately measured, managed and achieved. Compute taxes owed and coordinate the preparation of tax returns by the CPA. Oversee the Accounts Receivable, Accounts Payable, and Human Resources to ensure compliance with internal and external policy and procedure. Closely coordinate with the Production Department in analyzing market demand, placing purchase orders with Chile and China manufacturers with optimal quantity by applying EOQ model, arranging production schedule and minimizing production cost, and exploring potential problems with line managers. Prepare production variance analysis report (including Material variance, Direct Labor variance and Overhead variance) and identify ways of improving productivity.

MINIMUM REQUIREMENTS: Master's degree in Business Administration of Finance plus 6 months experience as a Business Consultant or Management Consultant.

WHERE TO REPORT (APPLY): Email application to Windy Taylor, HR Manager at windy@babysdream.com. Must reference JOB # BDF-MA-0113.