

Finance Manager

At MUEGGE Gerling everything is energy: plasma systems that grow diamonds in the laboratory, microwave generators and plasma sources that help shape the future of green hydrogen. Our components and systems support innovations in the food and semiconductor industries, lab-grown diamonds and power-to-x applications. *Do you want to be part of the team that is accelerating the future?*

In our collegial atmosphere, every molecule plays a role: We focus on ideas, collaborative exchange and energetic support in a family environment. *A workplace that gives you energy, every day – let's bring power to your career.*



Finance Manager

CLASSIFICATION: Exempt

WORK HOURS: This is a full time position with working hours starting between 6:30 AM and 7:00 AM, Monday through Friday. Some overtime and/or weekend work may be requested as needed to meet delivery schedules.

SPECIFIC RESPONSIBILITIES:

- Responsible and manage all aspects of our accounting, including day-to-day accounting of G/L account
- Completion of weekly, monthly, and annual financial reports; review and approve journal entries, accruals, and general ledger reconciliations (month-end close process)
- Management of Accounts Payable and Accounts Receivable, including entering all payments and invoices received and sent into MyFactory
- End of Month Accounting Duties, including end-of-month reports such as balance sheet and profit & lost statement as well as other assorted reports.
- Budget planning
- Correspond with vendors and customers about all accounts receivable-related issues
- Complete weekly Accounts Payable cash flow sheets and weekly Accounts Receivable cash flow sheets
- Create and organize instructions for accounting department standard procedures
- Support to:
 - Collect and sort mail and make bank deposits
 - Maintain and manage accounting paperwork, filing systems, and organization
 - Management of collections/late payments
 - Reconcile bank statements and credit card statements
 - Print and mail checks, as needed
 - Distribute and monitor petty cash
 - Other related duties as needed and assigned

SPECIFIC QUALIFICATIONS:

- Bachelor degree
- College course(s) or vocational training in accounting and office management
- 5+ years of experience in related field

SPECIFIC KNOWLEDGE, SKILLS, TRAITS:

- Working knowledge of standard office procedures and practices (typing, filing, etc.)
- Knowledge of generally accepted accounting procedures and practices
- Organization and multitasking skills
- Familiarity with various MS Office applications
- Professional attitude and appearance (as appropriate)

INTERPERSONAL/COMMUNICATIONS SKILLS:

- Effective oral and written communication with staff and business contacts
- Phone etiquette
- Maintain a team oriented approach to work activities
- Conduct all activities and associations with others in a friendly and respectful manner

Please send your application as a PDF file, stating your earliest possible starting date and your salary expectations to: career@muegge-gerling.com, or in writing to:

MUEGGE Gerling

Gerling Applied Engineering, Inc.

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