



## **Job Title: Accounting Manager**

### **Atrium Innovations – Sudbury, MA**

#### **About Atrium Innovations**

Atrium Innovations is a recognized innovative leader in the development, manufacturing, and commercialization of science-based nutritional and supplement health products. The company's mission is to be a global leader in vitamins, minerals and supplements, offering free-from science based nutritional solutions through healthcare professionals. Atrium Innovations Professional brands include Pure Encapsulations®, Douglas Laboratories®, Genestra Brands™, KLEAN Athlete®, Pharmax™, and Wobenzym®.

**Nestlé Health Science** invests in every employee to make certain each person can reach their greatest potential and works in an environment rooted in respect, diversity and teamwork. We focus on empowering the patients and consumers we serve to live healthier lives through industry leading nutrition and nutrition-enabling solutions by keeping their needs at the center of everything we do. We make quality and innovation our highest priorities when delivering our trusted brands such as Pure Encapsulations®, Douglas Laboratories®, Garden of Life®, and many more. We are a globally recognized leader in the field of nutrition science with our US headquarters in Bridgewater, NJ, and have over 5000 employees around the world. Come join the Nestlé Health Science family and experience exciting opportunities!

**BROAD FUNCTION:** The Atrium Professional Brands Finance Department is seeking a highly motivated, energetic individual to join its team as the Accounting Manager. This position will report to the Controller and will oversee and perform many aspects of the monthly close and assist in establishing and maintaining Finance policies, procedures, and internal controls.

**Department:** Finance

**Office Location:** Sudbury, MA

#### **Principal Duties and Responsibilities**

- Lead the 5-day month-end close process which includes journal entries, accruals, account reconciliations, revenue, and COGS in accordance with GAAP

- Analyze monthly financial and operational results, understanding the key variance drivers and providing actionable insights to senior management
- Improve account reconciliation process, ensuring proper backup for reconciliations and journal entries
- Drive deadlines and enhance deliverables as they relate to the month-end close and reporting package process
- Provide monthly reporting for various business users
- Calculate and record cross charge activity with affiliates
- Record and reconcile payroll related entries
- Assist with preparation of budget and forecast
- Align processes with directives of parent company
- Assist with creation and enforcement of internal controls
- Respond to various ad hoc management requests
- Complete assigned month-end tasks accurately to meet deadlines

## **QUALIFICATIONS AND SKILLS**

### **Minimum Qualification Requirements:**

- Bachelor's Degree
- Minimum 7-10 years' experience
- Understanding of GAAP
- Proficient in Microsoft Excel

### **Job Knowledge, Skills and Abilities:**

- Must have exceptional time management, problem solving and analytical skills
- Must be highly organized with exceptional attention to detail
- Must possess excellent interpersonal and collaborative skills to relate well with different levels of the organization, work cooperatively with Sales Representatives, Customer Service, Quality, Product Development, Production and Marketing teams
- Be constantly looking for ways to improve and streamline processes
- CPA Designation a plus
- Experience in a manufacturing environment a plus
- JD Edwards Enterprise One (E1) experience strongly desired