

Accounting & Finance Director

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Join Epson today and help build a better tomorrow. We are in the midst of an exciting transformation and are looking for a candidate that is ready to grow with us!

The **Accounting and Finance Director** works as a member of the Executive Team to establish business strategies that ensure continual improvement, customer satisfaction, and adherence to company policy. Using their executive leadership experience, the **Accounting and Finance Director** oversees the company's accounting and finance activity, business plans, cost improvement activities, and company goals as they relate to these functional areas.

Shift: Monday – Friday 8:00am – 5:00pm

Responsibilities

Leadership

- Act as a professional advisor to the Executive Management team on all aspects of the department's activities
- Identify, assess, and inform the Executive Management team of internal and external issues that affect the organization
- Foster collaboration and effective team work between management, staff, and other departments by developing and improving methods of effective communication and leadership
- Manage the activities of the department to ensure company goals are met
- Build and lead the foundation of the relationship between Epson Portland Inc. (EPI) and Seiko Epson Corporation (SEC). Act as a liaison between EPI and SEC.

Operations Management

- Establish operational objectives, goals, and assignments based on strategic direction and business goals that meet EPI and SEC requirements
- Ensure compliance with federal, state, and local legal requirements by researching existing and new legislation, consulting with outside advisors, and filing financial reports. Advise management of actions and potential risks.
- Establish accounting methods, policies, and procedures to ensure personnel and financial information is secure and stored in compliance with current legislation and complies with JSOX, IFRS, and GAAP

- Ensure overall compliance of payroll administration, budget preparation, and accounting project management

Human Resources Management

- Determine staffing requirements for functional responsibilities; continually monitor depth and scope of individual and team duties
- Recruit staff that have suitable technical and personal attributes to support the organization's culture and mission
- Ensure that department staff receives orientation to the organization and that appropriate training is provided
- Oversee the implementation of Accounting policies, procedures, and practices
- Establish a safe and healthful work environment in accordance with appropriate legislation and regulations
- Follow EPI's performance management process for all staff which includes monitoring performance on an on-going basis and conducting annual performance appraisals
- Lead, coach, and mentor a diverse work group as appropriate to improve performance, expand professional development, and foster a positive company culture

Fiscal Management

- Establish financial objectives by managing monthly accounting processes, preparing departmental budgets, managing cost and general accounting, scheduling expenditures, analyzing variances, compiling and studying costs, and initiating corrective action
- Ensure that all statutory requirements of the organization are met
- Establish and maintain financial accounting systems for cash management, accounts payable, and accounts receivable
- Prepare all supporting information for annual audit and liaise with Audit Committee and external auditors as necessary
- Ensure department procedures provide adequate controls to segregate duties and prevent possible fraudulent activities

Education, Training, and Skills

1. Bachelor's degree in Accounting or equivalent applicable work experience is required; Certified Public Accountant (CPA) or Master of Business Administration is preferred
2. Minimum ten (10) years of experience in a manufacturing environment is required; minimum of three (3) years of experience in Public Accounting, Cost and General Accounting is preferred

3. Minimum eight (8) years of progressively responsible management experience is required
4. Strong communication skills, both verbal and written, to communicate with all levels of personnel and outside vendors
5. Prioritize workload to consistently meet deadlines
6. Strong strategic planning, problem solver using critical thinking and sound judgment
7. Proficient PC skills are required, including experience with the Microsoft Office suite. Knowledge of MRP or ERP based manufacturing systems is preferred.

At Epson Portland Inc., your input matters. We pride ourselves on inclusion, diversity, and individuality as our innovations come from our differing perspectives. We're steadfast in our commitment to quality, environmental conservation, and developing options and solutions for the Seiko Epson Group. Whether you've been here two weeks or twenty years, you can have an impact on the business and enjoy growth and fulfillment in your career at Epson Portland Inc. Many of our team members have been with us more than twelve years and have deep organizational knowledge to share. Founded in 1986, Epson Portland Inc. is located in Hillsboro, Oregon.

We offer an outstanding benefits package, including

- Comprehensive, low-cost medical, dental, vision, alternative care, and prescription drug coverage
- Generous paid time off, including sick time, vacation, and holidays
- Income protection plans, including life insurance and disability programs
- Financial security plans including a 401(k)-retirement plan with company matching
- Additional benefits such as educational reimbursement, an employee assistance program (EAP), employee discounts and much more

Please submit your cover letter with salary requirements and your resume.
Reference Job Requisition #8835

Pre-employment drug screening is required.

Epson Portland Inc. is an Equal Opportunity Employer.