



Finance Manager

Company Background

Please see our website at: www.syntechresearch.com

Job Purpose

To manage the financial resources and relationships for SynTech Research Laboratory Services, LLC, SynTech Research, Inc. and their subsidiaries; conducts resource planning for future needs and strategic planning; responsible for all bookkeeping, receivables, payables, purchase orders, journal entries, payroll, monthly financial reporting, budgeting process, as well as the project tracking to insure timely invoicing of clients. Provides supervision and training of accounting/bookkeeping staff to ensure timely and accurate recording of financial information. Exposed to confidential information requiring appropriate discretion.

Job Responsibilities

- Propose and gain agreement on and produce format(s) to deliver appropriate financial Performance measures for the business e.g. ROS, EBITDA, ROA
- Produce a format(s) for budgeting Sales, Margins, Expenditures and CapEx for use at country and Regional level
- Manage and monitor the process for achieving timely review of country/regional budgets, forecasts and performance that enable executive review and relevant financial decisions.
- Monitor Profit/lose at country, regional level and alert management to react to deviations
- Ensure financial processes and reporting requirements are managed in compliance with appropriate law and regulations, whilst delivering maximum benefit for SynTech.
- Provide financial insight, scenarios and guidance in leveraging existing for future business opportunities consistent with the company strategy.
- Oversees the external audit, review and analyze results and recommends for approval the audited financial statement.
- Oversees General Ledger Accounting responsibilities in QuickBooks such as Accounts Payable, Accounts Receivable, Payroll, etc.
- Coordinates the Yearly Budgeting by Department and Performs month-end accounting duties.

- Prepares and submits various monthly reports for management to track Expense Spending and Budget Variance.
- Works directly with outside CPA to insure proper tax reporting.
- Performs other job related duties as needed such as auditing petty cash fund, and working directly with state government agencies to track incentive programs.
- Demonstrate and lead a corporate “CAN DO” culture that delivers SynTech’s mission to provide expert services delivering competitive advantage to customers.

Requirement and Skill

- Min. of BA/BS in finance or related fields with 10 years’ experience in corporate finance. Financial Accounting with preferred experience in Budgeting and monthly analysis of spending, strong understanding of reporting systems to quickly adapt to Quickbooks software. Knowledge of general accounting functions such as bookkeeping, accounts payable, accounts receivable and payroll, and the ability to coordinate and perform these functions in an organized manner.
- Have a good knowledge of ROS, EBITDA, ROA, Acquisitions, Collaboration, Alliances and Divestments.
- Relevant Computer Skills: Fluent in English writing, reading and speaking.

Reports to: CEO

Availability: April, 2013

Compensation: This is a Full-Time position. It will be based on qualification of applicant.

Location: Stilwell, Kansas.

To Apply: Please Email resume to Ms. Lori Moyer, lmoyer@syntechresearch.com