

ACCOUNTING MANAGER

Job Summary:

The Accounting Manager is responsible for all areas relating to financial reporting. This position will be responsible for developing and maintaining accounting principles, practices and procedures to ensure accurate and timely financial statements. The Accounting Manager supervises accounting staff and is responsible for managing the team to ensure that work is properly allocated and completed in a timely and accurate manner.

Essential Duties and Responsibilities:

- Supervision of all financial and accounting staff including team organization and project deadlines
- Financial liaison to banks and regulatory bodies
- Present financial data to management and Board of Directors
- Manage and oversee all accounting operations
- Develop and execute internal financial controls
- Establish and execute a companywide financial strategy
- Establish, monitor, and report a monthly profit plan
- Oversee AP/AR and payroll
- Close end-of-month financial reports in a timely manner
- Work with other management and Board of Directors to research, model, and forecast revenues
- Create and coordinate annual budget by company and department

Minimum Requirements:

- BA/BS in Business with an emphasis in Accounting.
- Four to six years prior supervisory experience in the financial reporting/general ledger area.
- Must be PC proficient and experience with MAS90 accounting system a plus.
- Must have strong experience with Microsoft Excel and Word.
- Strong verbal and written communication skills.
- Strong interpersonal, supervisory and customer service skills required.
- Ability to multi-task, work under pressure and meet deadlines required.
- Ability to hear at a quiet conversational level, speak, read, writes English fluently and is understood.
- Negative Drug Screen
- Police and Court Clearance