ACCOUNTING MANAGER

Job Description:

An Accounting Manager is a mid to upper-level manager and accounting professional who oversees staff accountants, accounting supervisors, junior accountants, and accounting specialists. The accounting manager oversees the day-to-day operations of the company’s accounting department and staff. Accounting Manager responsibilities include establishing financial status by developing and implementing systems for collecting, analyzing, verifying and reporting information.

Job Responsibilities:

* Coordinating accounting functions and programs.
* Develop and enforce policies, procedures, and protocols related to company accounting
* Perform regular, detailed audits to ensure accuracy in financial documents, expenditures and investments
* Manage and oversee the daily operations of the accounting department including:
	+ month and end-year process
	+ accounts payable/receivable
	+ cash receipts
	+ general ledger
	+ payroll and utilities
	+ treasury, budgeting
	+ cash forecasting
	+ revenue and expenditure variance analysis
	+ capital assets reconciliations
	+ trust account statement reconciliations,
	+ check runs
	+ fixed asset activity
	+ debt activity
* Monitor and analyze accounting data and produce financial reports or statements
* Establish and enforce proper accounting methods, policies and principles
* Coordinate and complete annual audits
* Provide recommendations
* Improve systems and procedures and initiate corrective actions
* Assign projects and direct staff to ensure compliance and accuracy
* Meet financial accounting objectives
* Establish and maintain fiscal files and records to document transactions
* Assisting with preparing and monitoring budgets.
* Maintain and reconcile balance sheets and general ledger accounts
* Produce monthly, quarterly, and annual balance sheets and profit and loss statements
* Assisting with audit preparations
* Investigate and resolve audit findings, account discrepancies, and issues of non-compliance
* Contribute to the development of new or amended accounting systems, programs, and procedures.
* Assume responsibility of accounting procedures
* Assist in the design and preparation of budgets for review by management
* Maintain and reconcile fixed assets schedules
* Evaluate the company’s or department’s performance using key data
* Make forecasts to assist business planning and decision-making
* Conduct risk assessment and advise on ways to minimize risk
* Maintain accounting quality improvements
* Advise on problems and suggest improvements
* Manage accounting staff
* Performing other accounting duties and supporting junior staff as required or assigned.
* Approve reports and delegates tasks to accounting staff
* Stay informed on industry developments and changes in regulations
* Maintain corporate financial confidentiality

Job Qualifications:

* Bachelors in Accounting, Finance, or related field
* Masters in Accounting, Finance, or related field preferred
* Certification in Public Accounting
* Additional certifications preferred
* Experience in accounting management

Opportunities in accounting management are available for applicants without experience, but who meet the other required qualifications, in which more than one accounting management is needed in an area such that an experienced accounting manager will be present to mentor.

Job Skills Required:

* Thorough knowledge of accounting and financial procedures
* Understanding of Generally Accepted Accounting Principles (GAAP)
* Proficiency in accounting and financial software
* Advanced MS Excel knowledge (i.e. formulas, VLOOKUPs, and pivot tables)
* Strong analytical skills
* String investigative and research skills
* Thoroughness with strong attention to detail
* Integrity
* Ability to teach and train accountants
* Ability to resolve interdepartmental issues
* Ability to resolve staff conflicts
* Awareness of laws and regulations related to finance and accounting