

Accounting Manager

Position Summary

This Accounting Manager - Advanced is responsible for managing the activities of the overall general accounting function. This position will oversee, implement and maintain accounting systems, procedures and policies and ensure the accurate compilation, analysis and reporting of accounting data. The Accounting Manager will act as liaison between the company, government, client and CPA auditors in providing the required information and ensuring that proper information is maintained.

Essential Duties and Responsibilities

The essential functions include, but are not limited to the following:

- Assigning and auditing the work of the accounting staff
- Implementing and/or maintaining generally accepted accounting systems
- Preparation and analyzing financial reports and journal entries, maintaining and reconciling ledger accounts
- Monitoring and reviewing all record of assets, liabilities and other financial transactions
- Responsibility for of all basic accounting procedures; financial statement preparation, month end closing; journal entries and general ledger maintenance, inventory roll forwards, fixed assets and margin analysis; supporting schedules for financial statements preparation
- Reviewing, analyzing and reconciling general ledger accounts and investment transactions in conjunction with preparing quarterly reports for management
- Providing accurate information for and reviewing disclosures in SEC and other financial statement filings
- Performing analysis of operations on a monthly basis

Minimum Qualifications (Knowledge, Skills, and Abilities)

- Bachelor's degree in Accounting, Finance or Business related field preferred
- 5 – 10 years progressive accounting experience in public accounting or similar work environment
- CPA or MBA a plus
- Strong leadership and proven supervisory skills
- Exceptional analytical and problem solving abilities
- Strong organization, oral and written communication skills
- Ability to work independently while managing multiple projects and deadlines
- Strong computer aptitude, including expertise with Microsoft Excel and Word as well as experience with Accounting software
- Experience with ABC general ledgers.

Physical Demands and Work Environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or fingers, handle or feel objects, tools, or controls. The employee is occasionally required to stand; walk; sit; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this position include close vision, distance vision, and the ability to adjust focus. The noise level in the work environment is usually low to moderate.

