



**Job Title:** Accounting Manager  
**Department:** Management and Finance  
**Reports to:** Controller  
**Employment Status:** Full-Time/Exempt

**Primary Purpose:** The Accounting Manager is responsible for developing and maintaining accounting principles, practices and procedures to ensure accurate and timely financial statements. The Accounting Manager is responsible for managing the accounting team to ensure that work is properly allocated and completed in a timely and accurate manner.

### **Essential Functions**

- Maintain financial reporting and general ledger structure.
- Ensure an accurate and timely monthly, quarterly and year end close.
- Ensure the timely reporting of all monthly financial information.
- Ensure the accurate and timely processing of positive pay transactions.
- Ensure the monthly and quarterly bank compliance activities are performed in a timely and accurate manner.
- Supports budget and forecasting activities.
- Collaborates with the other department managers to support overall department goals and objectives.
- Monitors and analyzes department work to develop more efficient procedures and use of resources.
- Advises staff regarding the handling of non-routine reporting transactions
- Responds to inquiries from the managers regarding financial results, special reporting requests, etc.
- Ensure a clean and timely year-end audit.
- Supervise the general ledger group to ensure all financial reporting deadlines are met
- Assist in development and implementation of new procedures and features to enhance the workflow of the department.
- Provide training to staff, as needed, and handles personnel issues with the support of Human Resources.
- Supports Controller with special projects and workflow process improvements.
- Other duties assigned as necessary; responsibilities and activities may change at any time with or without notice

### **Qualifications**

- B.A. or B.S. in Business with an emphasis in Accounting, required
- Minimum 5-7 years prior Accounting experience
- Must be proficient in Microsoft Excel and Word
- Expertise in ten key by touch, required
- Strong verbal and written communication skills
- Strong interpersonal and supervisory skills

**Mental Abilities:**

- Strong verbal and written communication skills
- Ability to carry out defined procedures and duties with specific instructions
- Strong interpersonal skills
- Ability to maintain effective working relationships with employees, peers, customers, vendors and the public
- Ability to manage multiple projects from their initiation to completion with minimal supervision
- Ability to communicate verbally and comprehend verbal instructions

**Education and/or Experience:**

- B.A. or B.S. Degree in Business with an emphasis in Accounting, required
- Minimum 5-7 years accounting experience

**Physical Demands:**

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

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee must frequently stand and walk. The employee must be able to lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

**Work Environment and Environmental Conditions:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

Work environment is usually fast paced with frequent short deadlines and regular instances of critical or unusual situations requiring a high level of adaptability and flexibility.

Field of work includes offices and in some instances the warehouse and surrounding grounds.

Limited hazards due to visits to warehouse and surrounding areas.