



POSITION DESCRIPTION

POSITION TITLE: Accounting Manager

DEPARTMENT: Accounting

CLASSIFICATION:

APPROVED BY: CFO

REPORTING RELATIONSHIPS

POSITION REPORTS TO: CFO

POSITIONS SUPERVISED: ACCOUNTING CLERK

POSITION PURPOSE

Responsible for overseeing and directing accounting functions, including general ledger, accounts payable and receivable, fixed asset, and cost accounting. Prepares periodic reports, reviews and reconciles data, and participates in the development of specialized financial data. Oversees and prepares entries and adjustments to Company records, files, and statements. Assists with financial and variance analyses and budget preparation. Provides managers with information necessary for decision-making. Directs, trains, supervises, and appraises accounting personnel.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

1. **Assumes responsibility for the effective performance of all accounting department functions.**
 - a. Ensures accounting functions and duties are accurately and promptly completed.
 - b. Prepares journal entries and balances work in more complicated accounting areas.
 - c. Oversees the preparation of regulatory and governmental reports. Reviews financial information needed to ensure an accurate statement of the Company's financial position to various regulatory agencies.
 - d. Oversees the Company's fixed asset portfolio. Prepares depreciation schedules and catalogs furniture, fixtures, and equipment.
 - e. Researches and resolves accounting errors and discrepancies.
 - f. Assists with budget preparations and financial analyses. Monitors costs and expenses.
 - g. Prepares regular reports and statements for management.

- h. Ensures accounting functions are completed in accordance with established procedures and applicable regulations.
2. **Effectively supervises the Accounting Department, ensuring optimal performance.**
- a. Provides leadership to personnel through effective objective goal setting, delegation, and communication. Conducts meetings as necessary.
 - b. Trains and directs accounting staff. Provides support as needed.
 - c. Conducts performance appraisals as required.
 - d. Formulates and implements corrective actions as needed.
3. **Assumes responsibility for establishing and maintaining effective business relations with vendors, governmental agencies, and outside business and accounting professionals.**
- a. Responds to questions and problems politely and promptly.
 - b. Ensures outside contacts are properly informed.
 - c. Ensures the Company's professional reputation is projected and maintained.
4. **Assumes responsibility for maintaining effective communication and coordination with Company personnel and with management.**
- a. Assists area personnel as needed.
 - b. Maintains regular contact with other departments to obtain information and/or to correct transactions.
 - c. Keeps management informed of area activities and of any significant problems or concerns.
5. **Assumes responsibility for related duties as required or assigned.**
- a. Stays informed of developments in the accounting field and of changing governmental and legal requirements.
 - b. Completes special projects as assigned.
 - c. Ensures Accounting Department work areas are clean, secure, and well maintained.
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PERFORMANCE MEASUREMENTS

- 1. Accounting documents, financial reports, tax documents, and related reports are accurately and timely completed and/or filed.
- 2. Accounting errors are promptly detected and resolved.
- 3. Accounting functions are conducted in accordance with established policies and related legal requirements.

4. Accounting personnel are efficient, effective, and appropriately directed. Accounting operations are properly coordinated.
5. Good business relations exist with governmental agencies and outside business contacts.
6. Good communication and coordination exist with Company personnel and with management. Assistance is provided as needed. Management is provided with useful, specialized reports as needed.

QUALIFICATIONS

EDUCATION/CERTIFICATION: Bachelor's degree in accounting or an equivalent combination of experience and training.

REQUIRED KNOWLEDGE: Technical knowledge of accounting concepts, practices, procedures, and financial reports.
Understanding of related regulations, statutes, and filing requirements.
Knowledge of related computer applications.

EXPERIENCE REQUIRED: Three or more years of accounting and related supervisory experience preferred.

SKILLS/ABILITIES: Ability to assist and supervise others.
Well-organized and attentive to detail.
Able to meet deadlines and manage projects.
Proficient in 10-key and computer operations.
Strong analytical skills.

PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION

TALKING: Especially where one must frequently convey detailed or important instructions or ideas accurately, loudly, or quickly.

AVERAGE HEARING: Able to hear average or normal conversations and receive ordinary information.

REPETITIVE MOTIONS: Movements frequently and regularly required using the wrists, hands, and/or fingers.

AVERAGE VISUAL ABILITIES: Average, ordinary visual acuity necessary to prepare or inspect documents or products, or operate machinery.

PHYSICAL STRENGTH: Sedentary work; sitting most of the time. Exerts up to 10 lbs. of force occasionally. (Almost all office jobs.)

WORKING CONDITIONS

NONE: No hazardous or significantly unpleasant conditions (such as in a typical office).

MENTAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION

REASONING ABILITY: Ability to deal with a variety of variables under only limited standardization.
Able to interpret various instructions.

MATHEMATICS ABILITY: Ability to compute discount, interest, profit, and loss; commission markup and selling price; ratio and proportion and percentage.
Able to perform very simple algebra.

LANGUAGE ABILITY: Ability to read a variety of books, magazines, instruction manuals, atlases, and encyclopedias.
Ability to prepare memos, reports, and essays using proper punctuation, spelling and grammar.
Ability to communicate directly with appropriate pauses and emphasis; correct punctuation (or sign equivalent), and variation in word order; using present, perfect, and future tenses.

INTENT AND FUNCTION OF JOB DESCRIPTIONS

Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well constructed job descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the positions. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all-inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.

Job descriptions are not intended as and do not create employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.