

## **Full Time Accounting Manager**

- Oversee monthly account reconciliations including reconciliation of sub-ledger to the general ledger and resolution of variances.
- Assist in the preparation and analysis of financial reports which include consolidated monthly forecast and annual budgets for external and internal use.
- Supervise the accounting staff which includes; accounts payable, accounts receivable, data entry, and payroll.
- Plan, coordinate and execute annual financial audit.
- Develop and implement policies and procedures with emphasis on internal controls.
- Contribute to the Annual Budget process including creation of budget templates.
- Other projects and responsibilities as needed.

### **Required Skills**

Working knowledge of Generally Accepted Accounting Principles (GAAP)

Advanced proficiency in Microsoft Office.

Strong analytic, research, and problem solving skills with high attention to detail.

Exceptional interpersonal skills and oral and written communication.

Ability to meet assigned deadlines

Ability to work cooperatively and collaboratively with all levels of employee, management and external agencies.

### **Required Education/Experience**

Bachelor's or higher degree in Accounting or Finance.

4-6 years corporate or public accounting experience

### **Preferred Education/Experience**

MBA

Experience in Non-Profit Accounting.