

## Accounting Manager

### Overview of Position:

The accounting manager's goal is to fulfill revenue objectives and adhere to accounting and reporting policies. This includes reviewing and analyzing finances, ensuring compliance with regulations and refining reporting documentation. This is all performed while verifying the integrity and accuracy of financial operations, safeguarding organizational assets and developing efficient business processes to record revenue. The accounting manager is also responsible for overseeing certain contracts as it relates to financial reporting, leading strategic planning for accounting policies and maintaining internal controls over financial transactions.

### Duties and Responsibilities:

- Managing the general accounting function.
- Develops accounting organizational strategies by contributing accounting and financial information, analysis, and recommendations to strategic thinking and direction; establishing functional objectives in line with organizational objectives.
- Oversees the completion of ledger accounts and financial statements.
- Evaluates and makes appropriate improvements to internal accounting processes ensuring that practices are in line with the overall goals of the organization.
- Provides financial projections by coordinating budget/forecast preparation; collecting, analyzing, and consolidating financial information; advising departments on the collection and analysis of data.
- Relies on extensive experience and judgment to plan and accomplish goals.
- Leads and directs the work of others.
- Maintains sufficient funds by forecasting cash requirements and obligations.
- Minimizes legally required taxes by studying regulations; presenting tax strategies to management; filing returns.
- Accomplishes department and organization mission by completing related results as needed.

### Qualifications

- Proficiency in Microsoft Word, Access, Excel.
- Working knowledge of Accounting and Payroll software and systems such as QuickBooks.
- Knowledgeable on Government contracts.
- Strong written and verbal communication skills
- Prior non-profit experience is preferred.
- Prior experience preparing information for audits.
- Strong organization skills, flexibility and the ability to set priorities.
- Ability to prioritize and juggle concurrent demands.
- Work accurately with close attention to detail.
- Maintain confidentiality of sensitive information.

### Minimum education, training, and experience

- Bachelor's Degree in Accounting or related discipline required.
- Designation of CPA preferred.
- At least 7+ years of experience in the field of accounting.