

ACCOUNTING MANAGER

POSITION DESCRIPTION:

The Accounting Manager is responsible for the supervision of the Accounts Payable Representative and the Accounting Assistant, ensuring the effective collection of Accounts Receivable and disbursement of Accounts Payable. The Accounting Manager is also responsible for preparing and filing Use Tax returns, Forms 1099, and Unclaimed Property reports. In addition, the Accounting Manager will maintain a current knowledge of applicable tax regulations and assist in the month end close.

SPECIFIC JOB RESPONSIBILITIES:

Include but are not limited to the following:

- Ensure that vendor invoices are paid on a timely basis.
- Develop and enforce company policies and practices on the use of purchase orders and the approval of vendor invoices.
- Supervise, review and backup the tasks of the Accounts Payable Representative and Accounting Assistant.
- Manage and collect bad checks from customers.
- Act as company representative to the credit card processor including responding to chargebacks, resolving processing issues and downloading monthly statements.
- Act as company representative to the purchasing card processor.
- Review the payment of insurance invoices and maintain a working knowledge of our coverage and how risks are mitigated by those coverages.
- Any other duties assigned by Management.

BACKGROUND AND EXPERIENCE REQUIREMENTS:

- Bachelor's degree majoring in Accounting, Finance or Business Administration.
- A Certified Public Accountant's license or other related professional certification demonstrating a continuing dedication to accumulating knowledge and practical understanding of Accounting Principles and Practices, banking, management and cost accounting.
- Experience in an environment where team cooperation and effective communication is important.
- At least five years of experience leading a team toward the completion of objectives and achievement of goals established for the organization, while fostering the personal growth of team members.