

**Position Profile**Title: **Accounting Manager**

Incumbent:

Reports to: **Director, Finance & Administration**\_\_\_\_\_  
Incumbent Sign-off

Approved by: \_\_\_\_\_ Supervisor

Grade:

\_\_\_\_\_ Human Resources

Date Assigned: MM/DD/YYYY

\_\_\_\_\_ President

Revision Date:

**I. OBJECTIVE:**

Provide accurate and timely accounting and reporting support which contributes to XYZ's financial goal attainment and continued growth.

**II. RESPONSIBILITIES:**

The essential functions of the position include but are not limited to the following:

**A. Accounting**

1. Produce monthly, quarterly or year-end financial reports for all XYZ locations.
2. Verify and/or reconcile general ledger accounts including accounts receivable, inventory, accounts payable, checking and related bank accounts, etc. Research and come to resolution of discrepancy areas.
3. Monitor company cash flow and initiate cash borrowing and timely payback procedures as required. Efficiently manage the accounts payable function to further optimally control cash flow.
4. Allocate business expenses to the pertinent branch location and time period.
5. Maintain fixed asset and investment accounts including depreciation schedules. Update schedules on a regular basis.
6. Create and maintain account numbers for the general ledger system.
7. Perform weekly payroll procedures in conjunction with the payroll processing vendor. Maintain payroll reports and transfer payroll information to general ledger.
8. Complete needed preparation for year-end auditing process. Assist auditors in need of information or for clarification of accounting issues.
9. Complete timely sales, corporate and motor fuel tax filings. Maintain tax files and update tax codes as required.
10. Serve as back-up to subordinates during periods of absences, vacations, etc.
11. Assist with such other duties or responsibilities as may be assigned including check signing in the absence of President or Director, Finance & Administration.

**B. Management and Administration**

1. Assist in the recruiting, interviewing and selection for approved accounting department job openings.
2. Provide necessary subordinate training, coaching and performance feedback. Implement necessary counseling or disciplinary action as required.
3. Assist in creation of annual department budget, goals and objectives.

**III. REPORTS PREPARED:**

- a. Monthly financial statements
- b. Allocation of expenses
- c. Cash receipts
- d. Various tax reports
- e. Balancing of inventory report
- f. Payroll reports

**IV. INTERFACE:**

- Internal:** Must positively interface at all employee levels.
- External:** Must maintain positive interface with auditors, banks and payroll vendor.

**V. QUALIFICATIONS:**

- Education:** Appropriate degree in accounting, business or finance.
- Experience:** Minimum 5 years general accounting and payroll experience. Prior supervisory background preferred.

**SPECIAL REQUIREMENTS:**

- 1. Working knowledge of usual accounting practices, principles and financial reporting.
- 2. Strong analytical and logical reasoning capabilities. Ability to research root causes of financial discrepancies or problems and implement or recommend corrective actions.
- 3. Able to consistently meet critical time deadlines in preparing financial reports, paying taxes and completing payroll responsibilities.
- 4. Capable of providing effective work direction and supervision to accounting subordinates.
- 5. Effective verbal and written communications capability with XYZ staff, banks, auditors, etc.
- 6. Vision correctable to within normal range for preparing/analyzing financial reports and completing payroll and related accounting duties.
- 7. Ability to operate personal computer and other office equipment.
- 8. Incumbent works in typical office environment – minimal exposure to unpleasant working conditions or physical lifting requirements.

**VI. EQUIPMENT UTILIZED:**

- a. Personal and mainframe computers
- b. Usual office equipment – fax, copier, etc.

**VII. POSITION DIMENSIONS:**

- a. Number of employees directly supervised: 2

**Note:** XYZ retains the discretion to add to or change the duties of the position at any time.