

## JOB DESCRIPTION

Position Title	Department	Reports to
Senior Accountant	Finance	Finance Director
Employment Status	FLSA Status	Effective Date
<input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<input type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt	1/1/2021

### POSITION SUMMARY

The Accounting Manager is responsible for managing the activities of the overall general accounting function. Will oversee, implement, and maintain accounting systems, procedures and policies. This position ensures the accurate compilation, analysis and reporting of accounting data and acts as liaison between the company, government, client, and CPA auditors in providing the required information and ensuring that proper information is maintained.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

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

- Assigning and auditing the work of the accounting staff to develop, implement and/or maintain one or a combination of generally accepted accounting systems
- Overseeing basic accounting procedures (A/R, A/P, time billing, P/R, G/L, tax payments and inventory control)
- Managing financial statement preparation and month end and quarterly closing
- Monitoring and reviewing all record of assets, liabilities, and other financial transitions
- Serving as company liaison with auditors (Annual financial and 401K audits)
- Performing all basic accounting procedures, financial statement preparation, month end closing, journal entries and general ledger maintenance, inventory roll forwards, and fixed assets and margin analysis; preparing supporting schedules for financial statements preparation
- Communicating with customers to address any past due invoices on their account and providing weekly status updates to management
- Ensuring all active projects are covered by valid, binding contracts
- Reviewing, analyzing and reconciling general ledger accounts and investment transactions in conjunction with preparing quarterly reports for management
- Perform analysis of operations on a monthly basis

### MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)

- Bachelor's degree in Accounting, Finance, or Business-related field preferred
- CPA or MBA a plus
- 5-10 years progressive accounting experience in public accounting or similar environment
- Thorough knowledge of general accounting including application of general accounting theory
- Strong leadership and proven supervisory skills
- Ability to develop and maintain strong client relationships
- Demonstrated mentoring, coaching, and organizational administrative skills required

- Exceptional analytical and problem-solving abilities
- Ability to work and interact with department and client organizations
- Strong computer aptitude, including expertise with Microsoft Excel and Word as well as applicable accounting software
- Ability to work independently while managing multiple projects and deadlines

**PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodation may be made to enable individuals with disabilities to perform the functions. While performing the duties of this position, the employee is regularly required to talk or listen. The employee frequently is required to use hands or finger, handle, or feel objects, tools or controls. The employee is occasionally required to stand, walk, sit; reach with hands and arms. The employee must occasionally lift and/or move up to 15 pounds. Specific vision abilities required by this position include close vision, distance vision, peripheral vision, and the ability to adjust focus. The noise level in the work environment is usually moderate.

**NOTE**

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to modification to accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

**Reviewed with employee by**

**Signature:** \_\_\_\_\_ **Name (print):** \_\_\_\_\_

**Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Received and accepted by**

**Signature:** \_\_\_\_\_ **Name (print):** \_\_\_\_\_

**Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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