

Position Description

Accounting Manager

POSITION SUMMARY

We are seeking an experienced and detail-oriented Accounting Manager to join our team. The Accounting Manager is responsible for overseeing all areas of accounting operations, financial reporting, and ensuring compliance with financial regulations. This position is responsible for developing and maintaining accounting principles, practices, and procedures to ensure accurate and timely financial statements. This position ensures accurate compilation, analysis, and reporting of accounting data and acts as a liaison between the company, various governmental agencies, and external tax preparation entities in providing the required information and ensuring that proper information and documentation is maintained.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Obtain and maintain a thorough understanding of the financial reporting and general ledger structure.
- Oversee all basic Accounting functions and be able to perform either as primary or back-up all accounting procedures, including but not limited to: A/R, A/P, time billing, P/R and tax payments.
- Perform all basic accounting procedures relating to month end closing, journal entries, and general ledger maintenance including supporting schedules resulting in an accurate and timely preparation of monthly and annual financial statements.
- Review, analyze and reconcile all general ledger accounts in conjunction with management reporting.
- Prepare financial or regulatory reports required by laws, regulations, or boards of directors.
- Evaluate financial reporting, accounting procedures, and investment activities and make recommendations for changes to procedures, operating systems, budgets, or other financial control functions.
- Monitor, review and maintain all records of assets, liabilities and stock transactions.
- Develop and monitor budgets, providing insights on variances and financial performance.
- Respond to inquiries from the President, Board of Directors, and Office Managers/Directors regarding financial results and special reporting requests.
- Collaborate with other departments to support financial planning and decision-making processes.
- Prepare operational or risk reports for management analysis.
- Develop and implement new procedures and features to enhance the workflow of the Accounting department.
- Monitor and analyze department work to develop more efficient procedures and use of resources.
- Provide training to new and existing staff as needed.

- Other duties as assigned.

GENERAL EXPECTATIONS

- Proficiency in budgeting and financial report writing.
- Strong knowledge of governmental accounting principles.
- Experience with general ledger accounting and account analysis.
- Advanced skills in Excel for data analysis and reporting.
- Excellent written, verbal, and interpersonal communication skills.
- Demonstrated ability to establish effective and cooperative working relationships built on trust.
- Demonstrated analysis, problem-solving, research and report writing skills.
- Excellent organizational and time management skills.
- Ability to work independently to achieve goals and targets.
- Comfortable making decisions independently.
- Ability to maintain strict confidentiality and has proven trust by others at all levels of the organization.
- Ability to plan, organize, and prioritize work while demonstrating flexibility to adapt to shifting priorities.
- Attention to detail and accuracy.
- Ability to work with HR Director and other members of Leadership

MINIMUM QUALIFICATIONS

- Bachelor's Degree in Accounting, Finance or Business-related field.
- CPA or CMA preferred.
- 5 – 10 years progressive accounting experience preferably with an engineering or related professional services firm.
- Thorough knowledge of general accounting including application of general accounting theory.
- Exceptional analytical and problem-solving abilities.
- Strong computer aptitude, including expertise in Microsoft applications. Experience with Deltek or other large, automated accounting system.
- Ability to work independently while managing multiple projects and deadlines.
- Strong leadership skills with demonstrated mentoring and coaching ability.
- Ability to work and interact with personnel at remote office locations.

PHYSICAL DEMANDS & WORK ENVIRONMENT

- This is an on-site work position; it is not remote.
- Must be able to lift up to 15 pounds at times.
- Ability to have fun and tell good jokes!!!
- We are all on the same team.

- Travel is rare for this position, however there may be times where office visits and meetings are necessary.
- This position operates in an office environment working at a personal computer where you may sit or stand.

NOTE

This job description in no way states or implies that these are the only duties to be performed by the person in this position. The Accounting Manager 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 to them. The requirements listed in this job description are the minimum levels of knowledge, skills, and abilities. This document is not an offer of employment, nor does it create an employment contract, implied or otherwise. West Plains Engineering, Inc. is an “at will” employer.

END OF DOCUMENT**WEST PLAINS ENGINEERING, INC.**