



## Job Description

**Job Title:** Accounting Manager

**Location:** Madison

**Reports To:** Controller

**FLSA Status:**  Exempt  Non-Exempt

**Revision Date:** 12/1/11

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*This job description reflects management's assignment of essential functions of the job; it does not restrict the tasks that may be assigned.*

### Job Summary

The Accounting Manager is responsible for delivering timeliness & accuracy in financial reports and contributing to the overall profitability of the company by helping report results.

### Essential Job Functions

1. Assist controller in closing books and make appropriate adjusting journal entries, prepare balance sheets and income statements at company and branch levels.
2. Perform as a backup for payroll processing as needed
3. Prepare bi-weekly payroll tax payments
4. Prepare monthly and/or quarterly payroll tax and sales & use tax reports with federal & state agencies.
5. Run accounts payable aging report weekly.
6. Generate and send accounts payable checks for mailing weekly.
7. Update & maintain backup details of expense allocation tables for detailed accounts payable invoices.
8. Run accounts receivable aging report weekly.
9. Prepare accounts receivable payment applications.
10. Assist in asset tracking procedures.
11. Assist the controller in the annual budgeting cycle at the company and branch level.
12. With the controller, prepare reconciliations of bank statements and key balance sheet accounts.
13. Participate and contribute in monthly department team meetings.
14. Generate and send vendor 1099s.
15. Assist in performing ad hoc research projects at the direction of the Controller.
16. Ensure execution of accounting policies to comply with US GAAP.
17. Provides excellent level of customer service to both internal and external customers.

### Education and/or Experience

B.S. or B.A. degree in Accounting or Finance. CPA preferred. Minimum 6 years combined business experience in positions of increasing responsibility with a high performance track record or additional years of education and experience may be substituted for each other, as determined by Human Resources. Ability to read, write and speak English is requirement of this position. Ability to speak Spanish a plus.

### Knowledge, Skills and Abilities

Must have excellent analytical and problem solving, and negotiation skills. Must be detail oriented and have the ability to work in a fast paced environment. Must also possess strong leadership, organization, and communication skills. Computer proficiency in Microsoft office products (Word, Excel, Outlook, etc). Must have general knowledge of IT functions.

### Physical Demands and Work Environment

While performing the duties of the job, the employee must be able to use a keyboard, calculator and telephone. They are regularly required to stand or walk, sit, talk, hear, and use hands to finger, grasp, handle, or feel. The employee must occasionally climb, stoop, kneel, crouch, lift (10lbs) and have the



ability to adjust vision for close vision work. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is moderate.