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## **ACCOUNTING MANAGER**

Reports to: Director of Finance

Classification: Exempt

Date:

Department: Accounting/Finance

Division: Corporate

Revised: 08/27/2017

### **JOB SUMMARY:**

The Accounting Manager is responsible for the company's financial reports and policies, its accounting practices, the conduct of its relationships with lending institutions and the financial community, the maintenance of its fiscal records, and the preparation of financial reports. Manages the financial affairs of the organization to ensure complete and systematic accounting records of receipts and disbursements within the organization; Prepares financial analyses of operations, including interim and final financial statements with supporting schedules, for the guidance of management. The position involves supervision over general accounting, policies and procedures and supports the mission of the organization.

### **ESSENTIAL FUNCTIONS:**

- Development, maintenance and enforcement of company policies and procedures to help mitigate risk and ensure that the company's accounting records are in compliance with all state, federal and Generally Accepted Accounting Principles (GAAP).
- Prepares wires/book transfers for the Director of Finance/CAO to approve when needed.
- Responsible for evaluating the performance of personnel in the Accounting Department. This individual recommends training requirements, has the duty to keep the staff at the highest level of skill necessary to meet company needs and objectives, and may recommend that personnel be hired or terminated.
- Maintains the company's chart of accounts and keeps books and records on all company transactions and assets.
- Maintains and stays up to date with any upgrades of the company's accounting software packages, i.e., OneSite, QuickBooks and OpsTech.
- Provide training to new property managers on all accounting policies and procedures.
- Closes the software systems on a monthly/yearly basis.
- Performs periodic financial reviews on all properties that their team closes, to ensure they are complete and accurate.
- Responsible for tax filings with all federal, state, and local corporate and other applicable taxes.
- Ensures that all accounting records are audit (GAAP) ready throughout the year.
- Furnishes internal reports, revises and updates reports to be more useful and efficient, and furnishes external reports as necessary.
- Determines depreciation rates (GAAP compliant) to apply to capitalized items and advises management on desirable operational adjustments due to tax revisions.
- Reviews and maintain bad-debt balances for all properties on a monthly basis.
- Work closely with other department groups on problems involving accounting systems and budget planning.
- Provide technical and analytical guidance in identifying and solving problems within the functional limits of the Accounting Department.
- From time to time Management may assign additional duties.

### **REQUIREMENTS:**

- Must be organized and detail oriented.
- Must be skilled in math.
- Familiarity with clerical practices, office procedures, and automated equipment.
- Ability to build relationships with other departments within a company.
- Ability to perform computations with reasonable speed and accuracy.



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- Excellent verbal and written communication skills.
  - Proficient in Excel and other Microsoft Office products.

**EDUCATION and EXPERIENCE:**

- Bachelor's degree in Accounting, Finance or other similar area of focus from an accredited college or university.
- At least 5 years of accounting experience in the private industry.
- At least 2 years' experience managing others.
- Experience working in property management, development and acquisition highly preferred.

**WORK ENVIRONMENT:**

- The employee will be exposed to an indoor office environment. The noise level is typically quiet.
- Ability to work in an office setting.

**PHYSICAL DEMANDS:**

- Employee must be able to lift at least 15 lbs. and up to 20 lbs.
- Employee will frequently utilize their hands and fingers.
- Employee will be frequently required to sit, stand or walk.
- Employee will be required to bend, twist, stoop and or kneel.

**DISCLAIMER**

*This position description is not intended, and should not be construed to be, an exhaustive list of all responsibilities, skills, efforts or working conditions associated with the job. It is intended, however, to be an accurate reflection of those principal job elements essential for making decisions related to job performance, employee development and compensation. As such, the incumbent may perform other duties and responsibilities as required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.*

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**EMPLOYEE NAME**

**Date**

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**EMPLOYEE SIGNATURE**

**Date**