Position Description

Title: Accounting Manager
Division: Finance
Reports to: Controller
Travel: Travels in-state and out-of-state as required
Status: Salaried, Exempt
Standard Work Hours: M – F, 9:00 AM – 5:30 PM

JOB SUMMARY:
The Accounting Manager will help plan, direct, and execute the accounting activities of the department. This position reports directly to the Controller and will supervise a designated team of accountants assigned across different departments. Must always adhere to organizational mission.

DUTIES, RESPONSIBILITIES, AND EXPECTATIONS:
Duties and responsibilities include, but are not limited to the following:

- Manages the accounting staff who are responsible for financial reporting, billing, and collections.
- Assists in recruiting and hiring accounting and financial staff and conducts performance evaluations.
- Coordinates training programs for new staff and identifies training needs for current staff.
- Works closely with supervisor on developing policies and procedures.
- Establishes internal controls and guidelines for accounting transactions and budget preparation.
- Oversees preparation of business activity reports, financial forecasts, and annual budgets.
- Oversees the production of periodic financial reports; ensures that the reported results comply with generally accepted accounting principles or financial reporting standards.
- Responsible for tax planning throughout the fiscal year; files annual corporate tax return.
- Audits accounts to ensure compliance with state and federal regulations; coordinates with outside auditors and provides needed information for the annual external audit.
- Presents recommendations to management on short- and long-term financial objectives and policies.
- Provides financial analysis with an emphasis on capital investments, pricing decisions, and contract negotiations.
- Ensures compliance with local, state, and federal government requirements.
- Performs other related duties as necessary or assigned.

REQUIRED EDUCATION AND EXPERIENCE:

- Bachelor’s degree in accounting or business administration required.
- Five (5) years or more of related experience required.
- Certified Public Accountant designation preferred, but not required.

PERFORMANCE EXPECTATIONS:

- Maintains the utmost confidentiality.
• Demonstrates adaptability and supports continuous learning.
• Demonstrates a strong work ethic, high degree of professionalism, and positive attitude and approach to complex challenges.
• Functions in a self-directed, high initiative and motivated manner that results in successful administration and collaboration.
• Flexible and willing to work long hours and possibly weekends.

SKILLS REQUIRED:

• Strong analytical skills.
• Detail oriented and highly organized.
• Excellent time management skills with proven ability to meet deadlines.
• Excellent verbal and written communication including interpersonal skills.
• Excellent organizational and managerial skills.
• Extensive knowledge of office administration, clerical procedures, and record keeping systems.
• Ability to function well in, at times, a stressful environment.
• Ability to effectively work in a dynamic and fast-paced environment and set and achieve goals.
• Personal qualities of integrity, credibility, and a commitment to CNHA’s mission.

PHYSICAL REQUIREMENTS:

• Prolonged periods sitting at a desk and working on a computer.
• Must be able to lift up to 15 pounds at times.

I acknowledge that I have read and understand the above job description in its entirety and can perform all of the stated requirements.

____________________________________  _________________________
Employee Signature                      Date