

**LaForce**  
**Job Description**

**Job Title:** Accounting Manager  
**Department:** Accounting  
**Reports To:** Controller  
**FLSA Status:** Exempt  
**Prepared Date:** Revised November 2021

**Summary**

Responsible for the overall management and direction of the quality, accuracy, and thoroughness of the Company's accounting records. Provide leadership and develops staff including hiring, development/training, performance appraisals, development of best practices, discipline, and terminations.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

- Lead the department's efforts to prepare and consolidate accurate and timely monthly financial statements in accordance with generally accepted accounting principles including evaluating processes, procedures, and organizational efficiencies to better prepare financial information.
- Perform journal entries, balance sheet reconciliations, and month-end close procedures for preparation of monthly financial statements
- Oversee stock inventory program including annual physical inventory count. Maintain accurate inventory in the system by entering usage, transferring bin locations, and increasing or decreasing quantities to reflect physical inventory counts.
- Complete bank reconciliations and ensure funds are transferred from branch locations to corporate bank accounts
- Track physical assets in depreciation software, update the Company's capital budget to monitor spending, and create related accounting ledger entries. Reconcile related balance sheet accounts.
- Log company leases and maintain records to support accounting entries
- Develops, evaluates, documents, and implements new accounting pronouncements, internal and financial system controls, policies, and procedures
- Keeps current with developments in accounting and trends in technology and business management to identify potential problems or opportunities; maintain CPA license.
- Maintain process documentation for all accounting policies and procedures
- Protect assets by establishing, monitoring, and enforcing internal controls
- Assist with internal and external audit processes
- Ensure company is complying with federal, state, and local requirements and filing of required financial reports such as annual registrations, tax returns, and licenses
- Participate in continuous improvement efforts supporting various business segments
- Participate in due diligence gathering for potential acquisitions
- Assist in implementing ERP systems or updates to accounting software
- Participate in accounting management meetings to identify issues and opportunities for the department
- Create and maintain development plans for staff and motivate team to accomplish individual and company objectives

### **Supervisory Responsibilities**

Supervisory responsibilities would include supervising the general ledger and accounts payable staff and, in the absence of managers in other accounting sub-departments, assisting in managing other staff. Responsibilities may include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

### **Competencies**

**Qualifications** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Education and/or Experience**

**Required** Requirements of a successful applicant will include:

- Fifth year college or university program certificate and a minimum of five years of experience in public/private accounting.
- Experience with general ledger software and business systems
- Three years of experience working in Microsoft Excel analyzing data using pivotal tables, advanced formulas, etc.
- Strong interpersonal, communication and problem-solving skills
- Must be able to work under pressure and meet deadlines, while maintaining a positive attitude and providing exemplary customer service
- Highly organized, analytical, ethical, clear communicator with a strong eye for details

**Preferred** In addition to the required education and/or experience the preferred candidate would possess the following additional experiences:

- Minimum five years in public accounting with three years of experience managing employees
- Manufacturing and distribution accounting/finance experience
- Experience with VBA/macros and data analysis tools (ex. Power BI)

### **Language Skills**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the public.

### **Mathematical Skills**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, and percentages. Ability to apply concepts of basic algebra and geometry.

### **Reasoning Ability**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**Certificates, Licenses, Registrations**

CPA certification is required

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand; walk; climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and peripheral vision.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

**SCREENING REQUIREMENTS**

Drug screen, background and driver's license check and employment verification.