

Job Title: **Finance Manager**

Department: **Finance**

Reports To: **CEO**

FLSA: **Exempt**

FTE: **1.0**

Salary Range: **\$80,000 - \$100,000**

Job Summary

The **Finance Manager** will be responsible for all accounting related duties. Ensuring work is properly allocated and completed in a timely manner. This position addresses tight deadlines and a multitude of accounting activities including A/R, A/P, financial review, month-end and year-end preparation. Must have strong interpersonal and communications skills both written and verbal and maintain full confidentiality.

General Accountabilities

- Oversees the daily accounting activities required to maintain the company's general ledger such as cash flow, receivables and asset management.
- Supports the CEO and Director of Operations with special projects for sales and workflow process improvements.
- Reviews general ledger on a monthly basis to ensure accuracy of posting. Coordinate monthly closing activities.
- Maintains a strong commitment to Quality. Meets or exceeds customer expectations.
- Process packing lists, work orders, correspondence, etc., verify shipping costs have been applied correctly.
- Create, distribute, and process invoices and verify correctness, contact vendors as necessary for accounts payable to correct or verify information.
- Process all credit card payments and pay sales tax to appropriate state.
- Monitor and follow up on all outstanding receivables, make collection calls as needed.
- Notification to various departments of incoming payments.
- Increase knowledge in all areas such as Accounting & Financial Risk Management, Sales Tax Laws as deemed necessary.
- Distribute and reconcile petty cash fund.
- Prepare clear, professional, effective written email correspondence with customers and vendors as necessary.
- Maintain full confidentiality of all Company finances, accounts, payroll, activity, loans, A/R, A/P, taxes, employees, etc.
- Any other duties/tasks as assigned or requested by CEO.

Job Qualifications

- Bachelor's degree required in Accounting or Business Management
- Minimum four years of experience in Finance or Accounting, A/R and A/P
- Proficient with use of large financial databases (i.e., QuickBooks, Excel)

Skills

- Understanding of Generally Accepted Accounting Principles (GAAP)
- Knowledge of general accounting policies and practices
- Strong organizational skills and ability to maintain detailed records, quick reasoning
- Ability to work effectively under stressful conditions.
- Ability to exercise initiative and sound judgment and to react with discretion under varying conditions
- Verbal and written communications