

Accounting Manager



Job Description

Manage the revenue process of the company, reconcile cash accounts, perform collection management, perform detailed financial analysis and reconcile account balances for financial statement preparation

Responsibilities: Manage Revenue Process

- Perform collection activities
- Process customer credit card transactions
- Research and resolve discrepancies within the invoice process for proper and timely billing
- Manage and process customer account credits
 - Process and manage customer returns
 - Process and manage customer warranty claims
- Prepare sales tax returns
- Calculate royalty and commission calculations
- Professionally manage customer relationships
- Continuously manage customer data files for accuracy
- Determine and provide analysis for customer credit limits, discount structures, and pay codes
- Organize and communicate customer collections efforts to sales team

Responsibilities: Cash Management

- Reconcile bank accounts daily and monthly
- Record customer deposits
- Process ACH/wires

Responsibilities: Account Balance Reconciliation

- Reconcile various GL account balances daily and for month end procedures
- Participate in transaction requests from external parties
- Perform the month end financial statement preparation

Key Success Components

- Excellent interpersonal skills to operate in a dynamic team environment
- Possess analytical problem solving skills
- Relational database understanding
- Internal control process improvement experience

Requirements

- Bachelor's Degree: Accounting Focus, (Masters or CPA preferred)
- Demonstrate proficiency in Microsoft Office products: Excel, Word, Outlook
- 1-3 years of accounting experience
- Demonstrate knowledge of Generally Accepted Accounting Principles (GAAP)