

Job Description

Job Title: Accounting Manager

Department: Finance

Reports To: Annamaria King

FLSA Status: Exempt

Summary

The Accounting Manager will undertake all aspects of Transactis' daily accounting transactions. You will work closely with the Senior Accountant, VP of Finance, CFO, and other key business stakeholders to ensure accurate financial reporting and analysis.

Essential Duties and Responsibilities

- Perform all necessary actions to ensure company meets our financial and legal obligations
- Ensure accounting system compliance with Generally Accepted Accounting Principles for auditing purposes
- Lead revenue recognition activities and coordinate and manage the month/quarter-end close process
- Prepare for and lead annual audits
- Prepare financial records for annual auditing and reporting purposes
- Perform complex analytical studies, reconciliations and produce special reports
- Provide financial information detailing assets and liabilities, and prepare balance sheet, profit and loss statement, and other reports summarizing and interpreting current and projected company financial position to other managers
- Resolve budget and accounting discrepancies
- Prepare financial status reports and studies as needed
- Provide executive team with historical information, accurate fiscal projections and reports as requested
- Preparation of monthly financial operating report
- Monitor and maintain appropriate bank balances and reconcile general ledger and balance sheet accounts ensuring that all accounting records are accurate
- Assist in maintaining general, income and expense ledgers, records and report
- Direct budget and forecasting activities
- Assist with preparation of annual budget and required reforecast
- Determine, and post, closing entries at fiscal year-end
- Record financial transactions including transfers, deposits and journals
- Process payments and invoices accurately and in accordance with closely defined procedures and timescales

Education and Experience

- Bachelor's degree in Accounting or Business required; CPA preferred
- 5+ years of accounting experience with a mix of public and private accounting experience
- Strong understanding of Generally Accepted Accounting Principles (GAAP)
- Experience accounting for SaaS (software as a service) type revenue a plus
- Experience with Netsuite General Ledger system a plus
- Knowledge of operating and capital budget concepts
- Ability to analyze financial data and to prepare accurate reports in a timely fashion
- Experience working with confidential financial/payroll information

Skills and Competencies

- Strong verbal and written communication skills
- Critical thinking and problem solving skills
- Ability to develop and establish financial policies and procedures
- Ability to work independently, with little supervision
- Ability to handle multiple concurrent projects in a fast, rapidly changing environment
- Proficiency in MS Office (Outlook, Word, Excel, and PowerPoint)
- Intermediate/expert Microsoft Excel skills
- Strong organizational skills and the ability to maintain detailed records
- Able to meet aggressive deadlines
- Works effectively in a team environment and builds positive rapport and trust