

Accounting Manager

Job brief

We are looking for an accounting manager to supervise, track and evaluate day-to-day activities. Accounting manager responsibilities include establishing financial status by developing and implementing systems for collecting, analyzing, verifying and reporting information.

Responsibilities

- Oversee the daily operations of the accounting department including:
 - month and end of year process
 - accounts payable/receivable
 - general ledger
 - budgeting-forecasting
 - revenue and expenditure variance analysis
 - fixed asset activity
- Monitor and analyze accounting data and produce financial reports or statements
- Account reconciliation – General ledger and correspondent bank accounts
- Establish and enforce proper accounting methods, policies and principles
- Regulatory reporting – Call Report and state reporting
- Provide recommendations to establish best practices
- Improve systems and procedures and initiate corrective actions
- Meet financial accounting objectives
- Assist with year-end financial audit
- Establish and maintain fiscal files and records to document transactions
- Develop and maintain Standard Operating Procedures – SOP's

Requirements

- Proven working experience as an Accounting Manager or Finance Manager
- Advanced computer skills on MS Office, accounting software and databases
- Ability to manipulate large amounts of data

- Proven knowledge of bookkeeping and accounting principles, practices, standards, laws and regulations
- High attention to detail and accuracy
- BS degree in Accounting or Finance