
Position: Accounting Manager**Type:** Full Time**Location:** Kingston, NY**Date Added:** March 17, 2023

Position Summary

The Accounting Manager will oversee and direct all general accounting activities, including maintenance of accounting systems, standards and delivery of key financial management reports. The ideal candidate will provide strong technical knowledge about accounting and for-profit accounting standards, financial reporting requirements, work with accounting/ERP systems and demonstrate experience using systems to manage workflow of financial processes and reports.

Responsibilities

To perform this job successfully, an individual must be able to perform the following satisfactorily; other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Oversees general accounting department systems, policies, practices, procedures and ensures timely accurate recording of transactions in general ledger.
- Directs preparation of all required financial reports such as business activity reports, financial forecasts, and annual budgets.
- Improves and implements financial controls, ensuring accurate control and accounting of all assets and accounts.
- Manages reconciliations and review of all account balance sheet, including cash, investment receivables, prepaid expenses, fixed assets, and all liabilities.
- Responsible for timely delivery of the trial balance at year end and serves as primary point of contact for financial and other audits.
- Demonstrates leadership by creating an environment that fosters teamwork, values diversity, and which supports and respects all team and company staff-members, internal and external customers.
- Reviews and approves account reconciliations, performs account analysis and ensures SOX processes and procedures are updated regularly or as needed.
- Supervises other employees in the finance department, such as Staff Accountant.
- Performs related duties as assigned.

Competencies

To perform the job successfully, an individual should demonstrate the following.

Analytical - Synthesizes complex or diverse information; collects and researches data; uses intuition and experience to complement data; designs workflows and procedures.

Communications - Exhibits good listening and comprehension. Expresses ideas and thoughts in written form. Expresses ideas and thoughts verbally. Keeps others adequately informed. Selects and uses appropriate communication methods.

Cooperation - Establishes and maintains effective relations; exhibits tact and consideration; offers assistance and support to co-workers; works cooperatively in group situations; works actively to resolve conflicts.

Cost Consciousness - Works within approved budget; develops and implements cost saving measures; contributes to profits and revenue; conserves organizational resources.

Job Knowledge - Competent in required job skills and knowledge; exhibits ability to learn and apply new skills; keeps abreast of current developments; requires minimal supervision; displays understanding of how job relates to others; uses resources effectively.

Planning and Organization - Integrates changes smoothly. Plans for additional resources. Prioritizes and plans work activities. Sets goals and objectives. Uses time efficiently. Works in an organized manner.

Problem Solving - Develops alternative solutions. Gathers and analyzes information skillfully. Identifies problems in a timely manner. Resolves problems in early stages. Works well in group problem solving situations.

Managing People - Develops subordinates' skills and encourages growth. Includes subordinates in planning. Accessible to subordinates. Provides direction and gains compliance. Provides regular performance feedback. Takes responsibility for subordinates' activities.

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/Experience:

Bachelor's degree from four-year college or university and 5-7 plus years of experience in accounting, financial reporting and/or financial analysis with a track record of increasing responsibility

Language Ability:

Read, analyze, and interpret scientific and technical journals, financial reports, and legal documents. Respond to inquiries or complaints from customers, agencies, or members of the business community.

Mathematical Ability:

Apply advanced concepts such as exponents, logarithms, quadratic equations, and permutations. Apply operations to such tasks as frequency distribution, test reliability/validity, variance analysis, correlation technique, sampling theory and factor analysis.

Reasoning Ability:

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

Computer Skills:

Microsoft Office (Word, Excel, PowerPoint, Access, Publisher, Outlook and Internet Explorer).

Proficient with Microsoft Office, with intermediate to advanced skills in Excel, especially in using INDEX MATCH, SUMIFS, and pivot table functions.

Certificates and Licenses:

CPA

Supervisory Responsibilities: Yes

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 moderate to low.

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. The employee is frequently required to use hands to finger, handle, or feel and talk or hear. The employee is occasionally required to stand and walk. The employee must be able to occasionally lift and/or move up to 10 pounds.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.

Compensation and Benefits

Competitive salary and benefits package

How to Apply

Interested applicants must submit a resume and cover letter (detailing how they meet our requirements and how this position aligns with their career goals) via email to career@archtopfiber.com.