



ACCOUNTING MANAGER

Reports to: Business Manager of Burcham Companies

FLSA Status: Exempt

SUMMARY

The Accounting Manager will be a key member of a dynamic, fast-paced accounting team who will support several privately owned Burcham Companies to help our team achieve our company mission. Position is accountable for the administrative, financial, technology, and risk management operations of the company to include the development of a financial and operational strategy, metrics tied to that strategy, and the ongoing development and monitoring of control systems designed to preserve company assets and report accurate financial results. Position will be responsible for communicating system data to team members and support their efficiency in financial reporting, sales and to support our customer's needs.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Compile and prepare GAAP-compliant consolidated financial statements.
- Perform accounting activities for fixed assets, notes payable/receivable schedules and line of credit accounts.
- Participate in the development of the company's inventory and growth plans.
- Evaluate and advise on the impact of long-range planning, introduction of new programs/strategies in assisting constant growth in our companies.
- Develop and organize company inventory procedures within the ERP system and train team members.
- Construct and monitor reliable control systems.
- Develop credibility for the finance group by providing timely and accurate analysis of budgets, financial reports and financial trends in order to assist the CEO/President and management in performing their responsibilities.
- Enhance and/or develop, implement and enforce policies and procedures of the company by way of systems that will improve the overall operation and effectiveness of the company.
- Prepare and/or review legal documents throughout the company. Work with corporate attorney as necessary.
- Provide technical financial advice and knowledge to others within the financial discipline.
- Continually improve the budgeting process through education of department managers on financial issues impacting their budgets.
- Investigate and correct potential data entry or system issues.
- Import and enter financial data and/or business receipts as needed.
- Support data gathering and analysis relating to Job Costing and Profitability for sales management with tracking expenditures versus planned budget.
- Accomplishes all tasks as appropriately assigned or requested.
- Perform all other duties as assigned.

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, experience and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- An experienced leader and financial executive with appropriate industry experience
- An energetic, forward-thinking, and creative individual with high ethical standards and professional image.
- A strategic visionary with sound technical skills, good judgment and strong operational focus.
- A well organized and self-directed individual who is a team player.
- An intelligent and articulate individual who can relate to people at all levels of an organization and possesses excellent communication skills.
- A good educator who is trustworthy and willing to share information and serve as a mentor.
- A decisive individual who possesses a "big picture" perspective and is well versed in systems.
- A College Degree or equivalent in accounting and or business; and 3 to 5 years related experience and/or training; or equivalent combination of education and experience.
- Ability to read, analyze, and interpret complex documents.
- Ability to make effective and persuasive presentations and complex topics/issues.

WORKING CONDITIONS

Work is typically performed in a normal office setting.

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.

- Employee must be able to sit for prolonged periods of time in front of a computer daily.
- The position requires standing, bending, and occasional lifting and/or move up to 25 pounds.
- Must have visual and hearing acuity.