

July 28, 2019

ACCOUNTING MANAGER

Accounting manger must be knowledgeable of all current rules, regulations and standard acceptable accounting practices. They will be responsible for managing and overseeing the daily operations of the accounting department. Monitoring and analyzing accounting data and produce financial reports and statements. Establishing and enforcing policies and principles.

We are looking for an individual to supervise, track and evaluate day-to-day activities. They are responsible for collecting, analyzing, verifying and reporting information. Knowledge of producing weekly, monthly and yearly ending processes. Knowledge of accounts payable and receivables, general ledger, payroll and utilities. Treasury, budgeting, cash forecasting, revenue and expenditure variance analysis, capital assets reconciliations, fixed asset activity, debt activity. Coordinate and complete annual audits. Establish and maintain fiscal files and records to document transactions.

A proven working experience and advanced computer skills on accepted software and databases is a must. Ability to handle large amounts of data and compile reports. Knowledge of bookkeeping and accounting principles. High attention to detail and accuracy. Ability to direct and supervise.