

Accounting Manager

INCUMBENT: Vacant
REPORTS TO: Controller
LOCATION: Bowling Green, KY
STATUS: Full-time, Exempt
DATE: February 2023



TO APPLY

Please email a resume, three references, and a cover letter describing your interest and qualifications to HR@connectednation.org. Connected Nation is an equal opportunity employer.

DESCRIPTION

The Accounting Manager provides oversight and management of Connected Nation's accounting functions and team members. This position is responsible for hands-on support of payroll, accounts payable and accounts receivable processing, as well as ensuring compliance with financial policies and internal controls, maintenance of financial records, and preparation of financial reports.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provide oversight and direction for Payroll, AP and AR functions:
 - Manage Payroll by ensuring payroll for multiple locations is processed accurately and expeditiously.
 - Manage AP by ensuring proper processing of invoices, vendor payments, resolution of problems, and processing of employee expense reports.
 - Manage AR through timely customer invoicing, collections, processing of cash receipts, and resolution of problems with invoices while maintaining solid customer relations.
 - Report weekly on the status of AR and cash collections.
- Oversee all payroll activities including reporting, reconciliation, tax and business registrations, control, and accuracy.
- Maintain payroll system and employee time keeping system including entry of employee information and status changes and verification of all timesheets and earnings records.
- Administer and audit, on a regular basis, paid time off program for all eligible staff.
- Possess and maintain a working knowledge and ensure compliance with federal and state laws in all areas of payroll, payroll tax, and W-2 reporting requirements.
- Manage the period end close process for multiple ledgers and companies under tight deadlines.
- Reconcile AP and AR to designated balance sheet accounts and reconcile bank accounts.
- Review all expenses and disbursements, verify correct account distribution and ensure sufficient supporting documentation is attached and in accordance with Company policy.
- Maintain the payroll to general ledger interface.
- Post to the subsidiary ledger and/or general ledger all accounts payable, accounts receivable, purchase orders, and accounts payable checks.
- Assist in the preparation of annual financial audits.
- Oversee preparation of year-end 1099s for applicable vendors and for filing with the Internal Revenue Service.

- Ensure compliance with financial controls including policies related to purchasing, travel, segregation of duties, supporting documentation, IT, capitalization of fixed assets and HR policies.
- Assist the Controller in the preparation of month end financials and prepare monthly grant reports.
- Register and maintain business registrations for CN states.
- Responsibilities are not all inclusive, additional duties may be assigned.

EDUCATION/EXPERIENCE

- Bachelor's degree in Accounting or Finance required.
- Must possess an in-depth knowledge of accounting procedures and systems acquired through a minimum of five years' experience in public or private accounting.
- Payroll experience preferred.
- Supervisory/Management experience preferred.

QUALIFICATIONS

- Proficiency with Microsoft® Office Suite applications with advanced Excel skills.
- Possess a high level of social intelligence and superior interpersonal skills to handle sensitive and confidential situations.
- Must be able to communicate effectively with all levels of staff.
- Strong analytical, organizational and communication skills.
- Must be able to work independently and under pressure in a fast-paced environment.
- An extremely organized, disciplined, self-directed, hands-on and process-oriented individual who is not afraid of digging into details when necessary.
- Ability to manage and prioritize multiple tasks.
- Strong work ethic and unquestioned personal and professional integrity.
- High level of commitment to team and company values.
- Attention to detail, establishing priorities and meeting deadlines.
- Ability to periodically work extended hours to meet external deadlines as needed.
- Willing to travel as needed.
- Valid state driver's license required.

ESSENTIAL PHYSICAL REQUIREMENTS

- Ability to sit at a desk for one or more hours at a time.
- Ability to lift and carry up to 10 lbs.
- Ability to operate computer and other office equipment.
- Must have sufficient mobility to move around the office and the community.

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.