

# Accounting Manager



## POSITION SPECIFICS

<b>Reports To:</b>	Founding Principal	<b>Department:</b>	Administration
<b>FLSA Status:</b>	Full-time, Exempt	<b>Compensation:</b>	\$110,000 – \$160,000

## ROLE

**SUMMARY:** The Accounting Manager is responsible for the company's financial operations, including office-wide accounting, treasury, tax compliance, and payroll administration.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Accounting:
  - Manage all aspects of the day-to-day financial management of the firm, including the preparation of monthly financial package and projections; management of accounts and audits; the submission of government and related tax returns; and financial planning.
  - Monitor financial activities and details, such as cash flow and reserve levels, to ensure that legal and financial obligations are met, and cash is efficiently allocated.
  - Partner with senior management to prepare annual budget and perform monthly budget-to-actual analysis.
  - Receive cash and checks and make deposits.
  - Develop and maintain relationships with banking, insurance, and external accounting personnel to facilitate financial activities.
  - Prepare and process payroll ensuring accuracy of salary adjustments, payroll deductions, local taxes, changes in visa status, 2% shareholder adjustments, and employee relocations.
  - Coordinate federal tax filings, prepare tax work papers, review annual income tax return, prepare all local returns, prepare census forms and government filings required for federal contractors.
  - Respond to all audit notices and negotiate delinquent tax abatements with state agencies.
  - Manage all aspects of benefits administration including but not limited to 401(k) match and compliance, annual open enrollment, transportation benefits, and principal perks.
  - Monitor costs and identify opportunities for cost savings and efficiency improvements.
  - Manage internal control policies, guidelines, and procedures for activities, such as budget administration, cash and credit card management, and accounting.
  - Manage company expense and travel policies.
  - Facilitate financing with banks and government agencies.
  - Receive, record, and authorize requests for cash disbursements in accordance with company policies and procedures.
  - Coordinate with and provide direction to other administrative personnel regarding accounting activity, complex invoicing, or other information that requires sharing information.
  - Forecast, process, and communicate distributions to shareholders.
  - May recruit, train, supervise, and evaluate department staff.
- General Office Support:
  - Maintain all personnel files, review time sheets, and track in-house benefits.
  - Review notices from state employment agencies and support shared work program, if needed.
  - Partner with outside human resource consultant to ensure compliance with federal and state labor laws.

## **SUPERVISORY RESPONSIBILITIES**

This position may temporarily supervise assigned teams as a Project Manager.

Responsibilities include providing feedback, acting as a mentor to team members, and ensuring tasks are completed as required.

## **QUALIFICATIONS**

- Bachelor's degree in accounting or finance with 5+ years of related experience. Successful experience showing operational and financial leadership in an architecture or design firm is optimal but not required.
- Knowledge of budget development and implementation, financial reporting analysis, cash flow forecasting, long-range forecasting, and government reporting.
- Proficiency in Microsoft Office and Excel is required; expertise with our operating platform Ajera (Deltek) is advantageous.
- Ability to act as Company point person for all financial transactions.
- Excellent judgement, attention to detail, problem solving skills, and discretion.
- Strong organizational skills: ability to multi-task, prioritize work, manage multiple deadlines, and ensure all statutory and internal deadlines are met.
- Excellent interpersonal communications skills with the ability to build positive and impactful working relationships at all levels of the organization.
- Team player who can work proactively with limited supervision.
- Strong ethics and integrity.
- Strong written and verbal communication skills.

## **WORKING CONDITIONS**

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.

### **PHYSICAL DEMANDS**

The physical demands include extended periods of sitting/standing at desk or workstation, engaging in repetitive tasks such as typing or using a mouse, staring at a computer screen for long periods of time, and minimal physical movement.

### **WORK ENVIRONMENT**

The work environment is frequently a normal office setting. The noise level in this work environment is usually quiet to moderate.

Apply by sending your cover letter and resume to Cass Salzwedel [casss@ggnltd.com](mailto:casss@ggnltd.com).