

Accounting Manager

Position Summary: The Accounting Manager is responsible for overseeing the day-to-day operation of the accounting department and works closely with the Controller in various areas including: financial reporting, analyses, and compliance. Must be able to work independently, professionally, and with a minimum of supervision and guidance.

Key Responsibilities:

The key responsibilities or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position.

- Reconcile daily credit card settlements and bank deposits as well as month end bank statements
- Responsible for the training and day-to-day management of the Junior Staff Accountant (including oversight of proper G/L account assignment and all supporting accounting schedules required for inter-company transactions and audit schedules) processing of Accounts Payable and vendor transfers
- Assist in the establishment and implementation of procedures necessary to maintain and improve Internal Controls
- Prepare and issue monthly commission statements for outside sales reps
- Perform Month and Year End detailed schedule preparation, account reconciliations, and related analyses
- Responsible for maintaining compliance with applicable Federal, State and Local laws and filing requirements
- Ad hoc projects as needed
- Other duties as assigned

Recommended Minimum Qualifications:

Education and Experience: *or any equivalent combination of education, training, and experience which provides the required knowledge, skills, and abilities to perform the key responsibilities of the job.*

- Bachelor's degree in Accounting, or equivalent experience with a minimum of five (5) to seven (7) years in Accounting
- Must have a minimum of two (2) years of supervisory level experience in a fast-paced, high volume environment
- Human Resources and Payroll experience is a plus
- Proficient experience with Microsoft Office Suite
- Experience with NetSuite, or similar Accounting/ERP software
- Experience with payroll processing software (preferably ADP)
- Reliable means of transportation

Knowledge, Skills, and Abilities:

- Exceptional client relation skills
- Excellent communication skills (oral, written, and presentation)
- Ability to establish and maintain effective working relationships with fellow employees, subordinates, consultants, and customers
- Must maintain a high level of integrity and discretion
- Reliable, organized, and detail-oriented
- Understanding and knowledge of applicable Federal, State and Local laws and regulations

Physical and Mental Requirements

The physical and mental 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 position's essential functions and responsibilities.

Physical Skills:

- The demands are in the nature to stand, sit, and move within the office.
- Utilization of office equipment, and the capacity to lift up to 15 pounds.

Motor Skills:

- Duties may involve hand-eye coordination and physical dexterity.

Visual Skills:

- Ability to read, see, and differentiate between color.

Hub Pen Company is an Equal Opportunity Employer. We do not discriminate in employment on the basis of race, color, religious creed, national origin, sex (including pregnancy and gender identity), age, political affiliation, marital status, disability, sexual orientation, military service, genetic information, parental status, retaliation, or other non-merit factors.

Principals only, no Recruiters please.

Send cover letter, resume, and salary requirements to employment@hubpen.com