

# Job Title: Accounting Manager

## Job Summary:

The Accounting Manager is a key role responsible for overseeing and managing the accounting and financial operations of the agency. You will collaborate closely with the Director of Finance as well as other departments within the company to ensure accurate financial reporting, compliance with regulatory standards, and efficient financial processes. The Accounting Manager will play a vital role in driving the company's financial success and growth.

To begin your application, please email your resume to [heather.heffernan@aleragroup.com](mailto:heather.heffernan@aleragroup.com).

## Responsibilities:

### Financial Management

- Maintain accounting policies, procedures, and internal controls to ensure accurate and timely financial reporting.
- Oversee the preparation of financial statements, including balance sheets, income statements, and cash flow statements.
- Analyze financial data, identify trends, and provide actionable insights to senior management for informed decision-making.
- Monitor and manage cash flow.
- Coordinate periodic audit processes and ensure compliance with accounting principles and regulatory requirements.

### Team Leadership

- Supervise and mentor a small bookkeeping team, providing guidance and support to ensure high-quality work and professional development.
- Set performance goals and provide ongoing feedback to team members.
- Foster a positive and collaborative work environment, promoting teamwork and cross-functional cooperation.
- Identify training needs and provide training opportunities to enhance the team's skills and knowledge.

### Financial Operations

- Oversee day-to-day accounting operations, including accounts payable, accounts receivable, general ledger, and payroll.
- Ensure accurate and timely recording of financial transactions, reconciliations, and financial reporting.
- Review and approve journal entries, account reconciliations, and financial statements.
- Maintain a thorough understanding of relevant accounting standards, regulations, and best practices to ensure compliance.

### Process Improvement

- Identify opportunities for process optimization, automation, and streamlining of accounting and financial processes.
- Implement efficient systems and tools to enhance accuracy, productivity, and data integrity.
- Continuously assess and improve internal controls to mitigate financial risks.

### Stakeholder Collaboration

- Collaborate with cross-functional teams, including finance, operations, and executive management, to provide financial insights and support decision-making.
- Liaise with internal and external auditors, tax consultants, and regulatory authorities to ensure compliance with reporting and tax obligations.
- Assist with financial planning and analysis, budgeting, and strategic initiatives.

## Requirements:

- Bachelor's degree in Accounting, Finance, or a related field.
- Proven experience (5 years) in accounting and financial management, with 2 years in a supervisory or managerial role.
- Strong knowledge of accounting principles, regulations, and financial reporting standards (GAAP/IFRS).
- Proficient in using accounting software and ERP systems.
- Excellent analytical and problem-solving skills, with the ability to interpret financial data and provide strategic insights.
- Strong people management abilities, with a track record of effectively leading and developing processes and teams.
- Detail-oriented with exceptional organizational and time management skills.
- Excellent communication and interpersonal skills to effectively collaborate with internal and external stakeholders.
- Ability to work in a fast-paced environment, prioritize tasks, and meet scheduled deadlines.

Join our dynamic team as an Accounting Manager and contribute to our financial success while leading a talented team of accounting professionals. Together, we will drive the company's growth and make a significant impact in the industry.