

## **Accounting Manager**

The Accounting Manager oversees the accounting and financial functions at BarberMcMurry. The role is responsible for keeping accurate and detailed internal financial records, generating reports, processing payroll, issuing invoices and collecting payments, and ensuring compliance with relevant laws and regulations. The role will report directly to the firm's Partners and will assist them with financial planning & management for the firm. This is a full-time, in-office position.

### Responsibilities

- Oversee financial and accounting operations, including accounts payable, accounts receivable, and payroll. Perform routine reconciliation & month end close process.
- Coordinate banking and deposit activities. Maintain general ledgers. Implement consistent accounting policies, practices and procedures.
- Understand Partners' short- and long-term financial goals for the firm and provide data-informed recommendations for how to meet them; take an active role in budgeting, forecasting and strategizing for the firm.
- Develop, implement and maintain financial controls and guidelines. Oversee internal accounting policies, procedures and controls and provide training and oversight of such with various company team members.
- Create and monitor business performance metrics that align with Partners' operational strategies. Recommend benchmarks and performance metrics for tracking financial management and profitability.
- Prepare comprehensive financial updates by evaluating, analyzing and reporting appropriate data points. Prepare monthly, quarterly and annual financial reports, forecasts, and budgets. Prepare ad-hoc reports or inquiries as required.
- Create and manage a comprehensive, secure digital filing system of financial records. Maintain records as required by law.
- Oversee regulatory reporting and compliance with federal, state and local finance and accounting regulations.
- Coordinate and partner with third-party specialty and tax accountants as required.
- Assist in coordination of group insurance and benefits with firm Partners. Participate in on-boarding and off-boarding employee payroll and benefits.
- Other related duties as assigned.

### Education & Experience Requirements

- At least a Bachelor's degree in Business, Business Administration, Accounting, Finance, or similar field
- At least 5 years of experience as a financial manager, senior accountant, controller, or similar
- CPA or similar preferred

## Skills

- Excellent mathematical, analytical and communication (verbal and written) skills; strong understanding of financial and accounting standards & regulations
- Excellent organizational, time-management, and problem-solving skills; exceptional attention to detail
- Strongly self-motivated and driven; able to complete complex administrative and financial tasks with minimal supervision; able to multitask
- Extremely trustworthy; comfortable handling confidential information
- Proficient with Microsoft Office, particularly Excel
- Proficient with industry-standard accounting software; comfortable with technology, particularly Enterprise Resource Planning systems
- Preferred: familiarity with Deltek Vantagepoint