

Job Title: Manager of Accounting and Reporting
Department: Internal Accounting
Reports to: Director of Finance
Level: Full-time, Exempt
Last updated: 1/17/2021

Summary of Responsibilities:

The Manager of Accounting and Reporting will assist with the day to day supervision of the internal accounting team and related projects and/or processes. This position will also help to prepare a wide range of financial reports for utilization by the Firm leadership team including monthly financial statements, budgeting and forecasting. This role will work in tandem with the Director of Finance and the Managing Partner to ensure the internal accounting team is providing the desired level of support for Firm management and delivering excellent customer service to our client service teams.

Essential Functions:

Internal Accounting Responsibilities:

- Monitor daily operations of the internal accounting team.
- Assist with the preparation of monthly financial statements.
- Work closely with the Director of Finance to understand and monitor operating costs of the Firm.
- Prepare specialized monthly, quarterly or trimesterly reporting as requested.
- Maintain and utilize data tables for revenue management, budgeting and reporting.
- Data review of various Firm operating metrics.
- Assist with the annual budget process including monitoring of IT, Practice Growth and Human Resources expenditures.
- Review financial forecasts timely.
- Manage Bank Compliance Reports.
- Develop and refine standardization of reporting including supporting reports for location, industry and department leadership.
- Prepare various balance sheet reconciliations.
- Monitor daily cash and ACH activity in Firm bank accounts.
- Provide necessary schedules to the Firm's Tax department to assist with the MCM tax return.
- Analyze financial processes and institute new methodologies when needed.
- Oversee Firm employee expense reporting and credit card accounts.
- Other duties as assigned.

Kentucky

Indiana

Ohio

Education, Experience and Skills:

- Advanced knowledge, skill, and experience with accounting and general business operations related processes.
- Strong organizational and the ability to prioritize tasks and meet deadlines.
- BS in Accounting or related field.
- Excellent written and verbal communication skills.
- Comfortable communicating with professionals at all levels, internally and externally.
- Must be able to multi-task on different projects and be able to function with multiple “bosses,” set priorities and meet deadlines.
- Ability to analyze data and use critical thinking skills to solved issues.
- Advance knowledge of Microsoft Excel.
- Proficient in Microsoft Word, Outlook and Adobe.
- Data analysis/mining skills a plus.
- Able to work in a team environment and deliver high level of customer service.
- Must have 6+ years of experience with accounting related responsibilities in a professional services firm environment.
- Must have CPA certification.

Expectations

- To maintain strict confidentiality of Firm and employee related matters
- To respect and earn respect of fellow team members
- Take ownership of identified processes and responsibilities
- Keep open communications with Firm Management
- Perform work with confidence and pride, follow thru to completion
- Dependable
- Make informed decisions – discuss with Firm Management as needed
- Grow and learn from past mistakes
- Work in a safe, clean and employee friendly atmosphere
- Work personal/professional development plan
- Must have flexibility with work schedule

Working Conditions:

- Minimal hazards
- General office working conditions
- Periodic evening and/or weekend work required
- Minimal lifting required



By signing below, I acknowledge I have read and reviewed this job description and understand my job responsibilities:

Employee Signature and Date

We are committed to providing equal employment opportunities to all employees and applicants without regard to race, ethnicity, religion, color, sex (including childbirth, breast feeding and related medical conditions), gender, gender identity or expression, sexual orientation, national origin, ancestry, citizenship status, uniform service member and veteran status, marital status, pregnancy, age, protected medical condition, genetic information, disability or any other protected status in accordance with all applicable federal, state and local laws.

EOE