

Job Description – Accounting Manager

Summary

The Accounting Manager reports to and partners with the Chief Financial Officer to drive SE2's accounting and finance functions and lead the development of the company's financial infrastructure and processes to support our scaling business. This is a full-time, hands-on, exempt position. Primary responsibilities include project accounting, client billing, maintaining the general ledger, managing accounts payable, accounts receivable, and preparing payroll and regulatory filings. Position will also perform the monthly financial close and prepare financial statements; provide technical accounting guidance and interpretation; and work closely with the operations teams to drive process and systems improvements and develop, maintain, and administer policies and procedures.

Duties & Responsibilities

- ***Accounting and Financial Functions – 40%***
 - Manage the accounting function including client billing, A/R, A/P, bank reporting, work-in-process, and revenue recognition
 - Guide financial decisions and protect assets by establishing, monitoring, and enforcing a documented internal control system of accounting policies and procedures, always driving continuous improvement
 - Reconcile or supervise reconciliation of all bank and credit card accounts
 - Prepare and/or approve journal entries
 - Maintain general ledger
 - Create and maintain cash flow forecasts
 - Administer payroll, 401k plan, and employee benefits plans
 - Responsible for monthly/quarterly/annual close process, including the accurate and timely preparation, review, and analysis of financial statements in compliance with GAAP and other requirements
 - Develop efficient processes for accounting functions (i.e., accounts payable, accounts receivable, etc.) to ensure accuracy and compliance with all reporting deadlines, including Chart of Accounts maintenance and oversight
 - Summarize financial status by collecting and interpreting data, preparing financial reports to support the CFO in understanding the performance of the organization
 - Provide technical accounting leadership and guidance on significant and complex accounting matters
 - Monitor business risks and insurance requirements
 - Ensure compliance with local, state, and federal reporting requirements including quarterly sales tax filings, state contract filings, and coordination with tax accountant to ensure timely

and accurate filing of annual tax return. Keep up to date on existing and new legislation, enforcing adherence to requirements and advising management of required actions.

- Assist CFO in the preparation of the annual budget and monthly financial forecast by establishing schedules, collecting, analyzing, and consolidating financial data. Achieve and manage budget and forecasting objectives by scheduling expenditures, analyzing variances, and reporting significant issues to management.
- Support the CFO with special projects and workflow process improvements

➤ ***Project Accounting and Reporting - 40%***

- Participate in onboarding of new client projects. Interact with project team and client billing contacts to understand project parameters and billing requirements. Ensure the company complies with all contract provisions such as insurance requirements.
- Review vendor payables to ensure they are coded correctly to job/task/item and have correct mark up
- Review and approve vendor purchase orders over project manager approval limit. Maintain POs as needed (i.e., changes, closing, approving)
- Conduct monthly prebilling transaction review with account managers for each contract. Verify accuracy of transactions and mark ups. Determine appropriate client billing. Determine and record write-offs where appropriate.
- Create Workamajig advance bill and revenue invoices (Workamajig is an integrated project management/billing platform)
- Create customized client invoices, ensuring invoices are created, reviewed, and sent for each project in a timely manner
- Monitor accounts receivable and work with account managers to ensure timely collection
- Prepare media billing invoices and coordinate timing between client billing and agency payment
- Close projects as completed and record write-off or value ad as appropriate; review and close outstanding purchase orders; and mark projects as closed in WMJ
- Create project profitability reports and review with account managers
- Provide project summary reports to management team highlighting unusual items
- Participate in project pricing discussions to support account executives in determining appropriate budgets

➤ ***Administrative Functions – 20%***

- Supervise office manager/bookkeeper and provide timely and appropriate feedback and performance reviews to hire, train, and retain quality staff
- Administer and oversee HR functions including payroll processing, employee benefits, and employee onboarding and offboarding

- Oversee and/or support various company administrative needs in the areas of IT, compliance, and facilities
- Maintain Information Technology through liaison with third party IT provider

Requirements

- Bachelors or master's degree in accounting/business
- 8+ years of financial accounting experience in a professional services company (e.g., architectural, engineering, advertising); public accounting experience preferred
- CPA, CMA or CGMA highly preferred
- Knowledge of GAAP accounting principles and procedures
- Project accounting experience including working with government contracts
- Demonstrated expertise with Excel including experience using analytical functions such as VLOOKUP, Pivot Tables, and Charting
- Experience managing the day-to-day accounting processes in a small business environment including paying vendors, billing clients, managing the general ledger, and preparing the month-end/year-end close.
- Superb attention to detail and accuracy

Additional Preferred Qualifications

- Experience with Workamajig project management and accounting software preferred
- Knowledge and experience designing, building, and implementing policies, procedures, and sound systems of internal control
- Experience researching technical accounting and regulatory issues and working with external partners to conclude and document positions
- Leadership and management skills including the ability to manage personnel and projects while utilizing a broad range of company resources in an efficient manner. Hands-on leader with proven management experience.
- Ability to thrive in a fast-paced environment and manage competing priorities

Salary

- The salary range for this position is \$90,000-130,000.