

**TITLE: ASSISTANT ACCOUNTING MANAGER, Service Operations**

**Reports to:** Accounting Manager

**FLSA: Exempt**

**SUMMARY DESCRIPTION**

Assist the Accounting Manager with client financial reporting, accounting transactions, and reviewing work completed by other team members.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. other duties may be assigned.

- Review employee work to ensure accurate and timely completion of accounting work performed for Clients including reviewing all aspects of month end, quarter-end and year-end closing as well as account reconciliations performed by team. Monitor correspondence to/from Clients, coordinate requests and manage the flow of information and documentation.
- Review Client accounts including maintaining an accurate work scope, account profitability, target margins, and quality of work performed. Proactively Interact with Client through on-site visits, weekly telephone calls with clients, or as needed based on Client needs. Report Client Status to Executive team.
- Manage the accounting system and processes for each Client with individual responsibility to:
  - o Maintain a documented system of accounting policies and procedures and best practices for each Client.
  - o Create and/or implement new accounting systems according to client needs.
  - o Maintain the chart of accounts,
  - o Provide support to Client's external auditors during audits and interim reviews, as necessary.

**OTHER RESPONSIBILITIES**

This job specification should not be construed to imply that these requirements are the exclusive standard of the position. Incumbents will follow any other instructions, and perform any other related duties, and may be required by their management.

## **POSITION COMPETENCIES**

- Achievement Focus: Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Recognizes and acts on opportunities; Sets and achieves challenging goals; Takes calculated risks to accomplish goals.
- Communications: Exhibits good listening and comprehension; Expresses ideas and thoughts in written form; Expresses ideas and thoughts verbally; Keeps others adequately informed; Selects and uses appropriate communication methods
- Managing Customer Focus: Develops new approaches to meeting customer needs; Establishes customer service standards; Monitors customer satisfaction; Promotes customer focus; Provides training in customer service delivery.
- Managing People: Develops subordinates' skills and encourages growth; Includes subordinates in planning; Makes self-available to subordinates; Provides direction and gains compliance; Provides regular performance feedback; Takes responsibility for subordinates' activities.
- Planning & Organization: Integrates changes smoothly; Plans for additional resources; Prioritizes and plans work activities; Sets goals and objectives; Uses time efficiently; Works in an organized manner.
- Problem Solving: Develops alternative solutions; Gathers and analyzes information skillfully; Identifies problems in a timely manner; Resolves problems in early stages; Works well in group problem solving situations.

## **CORE COMPETENCIES**

- Continuous Learning: Assesses own strengths and weaknesses; Pursues training and development opportunities; Seeks feedback to improve performance; Shares expertise with others; Strives to continuously build knowledge and skills.
- Quality: Applies feedback to improve performance; Demonstrates accuracy and thoroughness; Displays commitment to excellence; Looks for ways to improve and promote quality; Monitors own work to ensure quality.
- Dependability: Commits to doing the best job possible; Follows instructions, responds to management direction; Keeps commitments; Meets attendance and punctuality guidelines; Responds to requests for service and assistance; Takes responsibility for own actions.
- Innovation: Develops innovative approaches and ideas; Displays original thinking and creativity; Generates suggestions for improving work; Meets challenges with resourcefulness.
- Teamwork: Balances team and individual responsibilities; Contributes to building a positive team spirit; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Puts success of team above own interests.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

## **EDUCATION/EXPERIENCE**

Degree (BA/BS/AA) in Accounting, Finance or Business or equivalent with at least five (5) years related experience and/or training; or equivalent combination of education and experience. Advanced skills required in: QuickBooks™, and Microsoft Office package suite. At least three (3) years of supervisory experience.

**LANGUAGE ABILITY**

Ability to: read, analyze, and interpret common business and technical journals, financial reports, and legal documents, comprehend procedures and flow of accounting information and effectively present information to Management, Accounting Managers and Clients.

**MATH ABILITY**

Ability to apply mathematical operations to such tasks as financial management, budget, accounting, and payroll.

**REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusion, interpret a variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Must be detail oriented.

**SUPERVISORY RESPONSIBILITIES**

This job has supervisory responsibilities.

**PHYSICAL DEMANDS**

The physical 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 essential functions. The candidate must be able to drive to client assignments. While performing the duties of this job the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear. The vision requirements include close vision.