



JOB DESCRIPTION

JOB TITLE: Accounting Manager
LOCATION: Sabina, OH

DEPARTMENT: Administrative
REPORTS TO: Controller

JOB SUMMARY: Under the direct supervision of the Controller, this position will manage and oversee the daily operations of the accounting department, which includes the production of periodic financial reports, maintenance of an adequate system of accounting records, and a comprehensive set of controls and budgets designed to mitigate risk, enhance the accuracy of the company's reported financial results, and ensure that reported results comply with generally accepted accounting principles. Must adhere to local, state, and federal government reporting requirements and tax filings as well as company policies and procedures. Periodic weekend or evening work is expected.

ESSENTIAL FUNCTIONS: (Note: The following list of essential functions is not exhaustive, and may be supplemented as necessary)

1. Manage staff and all functions of the accounting department, which includes month and year end processes, cash receipts, accounts payable/receivable, payroll and utilities, forecasting, capital assets reconciliations, fixed asset activity, and trust account statement reconciliations.
2. Oversee a multitude of accounting activities including general ledger preparation, financial reporting, year-end audit preparation and support of budget activities.
3. Monitor and analyze accounting data, including revenue and expenditure variance analysis, and produce financial reports or statements.
4. Assist Controller in the development and management of accounting principles, policies and procedures to ensure accurate and timely financial statements.
5. Coordinate and complete annual audits.
6. Ensure department objectives are met timely and with the highest level of quality and accuracy.
7. Motivate, coach, and develop all employees within the department. Assign projects and direct staff to ensure compliance and accuracy.
8. Establish and maintain fiscal files and records to document transactions.
9. Improve systems and procedures and initiate corrective actions.
10. Respond to inquiries from the Chief Financial Officer, Controller, and other company wide managers regarding financial results, special reporting requests and provide recommendations as needed.

PERIPHERAL FUNCTIONS:

1. Perform all other duties as assigned.

ADDITIONAL COMMENTS: All employees of Premier Solutions are responsible for working toward the corporate mission and all quality goals of the organization. Confidentiality must be maintained at all times.

TIME ALLOTMENT TO WORK OBJECTS AND EQUIPMENT:

Office Equipment:
 Computer/Printer and other miscellaneous office equipment
 Telephone
 Copier

HOURS PER DAY

8+
 As Needed
 As Needed

PHYSICAL REQUIREMENTS:

Mental/Visual (mind/eye/hand coordination)
Sitting
Standing/Walking

HOURS PER DAY

8+
8+
As Needed

EDUCATION AND EXPERIENCE: Bachelor's degree in Accounting or Finance and at least 5 years accounting experience. Proven working experience as Accounting Manager or Finance Manager.

SKILLS: Excellent oral and written communication, organizational, attention to detail and advanced computer skills on Microsoft Office, accounting software and databases required. Ability to manipulate large amounts of data, direct and supervise is key. Proven knowledge of bookkeeping and accounting principles, practices, standards, laws and regulations is essential.

CERTIFICATIONS/LICENSE: Preference will be given to candidates with the Certified Public Accountant or Certified Management Accountant designations.

We provide equal opportunities for women, minorities, veterans and individuals with disabilities.