Job Title **Accountant and Finance Manager**

**Job Position Description**

Reviews, prepares, reconciles, and analyzes accounting records and financial reports. General bookkeeping and accounting within the organization. Well versed with all administrative tasks associated with a finance department. Responsible for overseeing and keeping appropriate documentation on payroll, bank transfers, invoices, and contract financial status. May be asked to help out with various other tasks in the organization and finance or accounting department.

**Responsibilities (Not all inclusive)**

* Responsible for all aspects of the bookkeeping financial/accounting/tax processes.
* Monitors, reviews, and verifies accounting records and transactions for accuracy, timeliness and adequacy of supporting documentation.
* Ensures compliance with internal policies, agency rules and regulations, and generally accepted accounting principles.
* Reviews and analyzes reports for accuracy prior to distribution.
* Clarifies or research issues as necessary.
* Provides input for the development of accounting applications, reports, forms, records and documented procedures.
* Perform the development of financial projections and forecasts.
* Processing and paying invoices.
* Preparing and distributing checks to vendors.
* Processing bank transfer requests.
* Compiling financial documents for independent audits.
* File company’s taxes for federal and state.
* Checking and updating ledger balances.
* Updating computerized accounting systems/QuickBooks.
* Ensuring information is accurate and identifying discrepancies.
* Develop annual, quarterly, and monthly financial reports.
* Provide financial advice/guidance to the CFO and CEO.
* Perform other tasks as assigned.

**Skills and qualifications**

A strong understanding of the basic financial principles that dominate the industry is essential.

* Thorough knowledge and experience in Bookkeeping accounting, finances and taxes
* Knowledge of P/L and Balance Sheets
* Excellent verbal and written communication
* Thorough attention to detail
* Active listening
* Mathematics
* Critical thinking
* Judgment and decision making
* Time management
* Monitoring
* Flexibility and open-mindedness
* Customer service skills
* The ability to work well with others
* The ability to handle sensitive and confidential information
* Coordination
* Bachelor’s degree in Accounting or Finance preferred