

SEE ROCK CITY, INC.
JOB DESCRIPTION

Title: ACCOUNTING MANAGER	Team: G&A
Reports to: Director of Accounting & Finance	Status: Full-Time, Exempt

Summary

Working with Accounting team in managing the day-to-day general accounting and financial functions of See Rock City, Inc. entities. Under the supervision of the Director of Accounting & Finance, the Accounting Manager is responsible for performing the following duties:

Responsibilities

- Delivers excellent guest service to internal and external customers in line with the organization's mission, culture, and values.
- Models appropriate guest and partner interaction at all times, displaying the values of the culture of excellence and leading in a manner that serves as an organizational model for the values.
- Provides leadership, direction, and oversight to the Accounting Team to ensure operational priorities and successfully accomplished, including work delegation, evaluation, and performance management.
- Manages and oversees the daily operations of the accounting team including accounts payable/receivable processing, bi-weekly payroll processing, cash receipts, general ledger, treasury, capital assets reconciliation, weekly check runs, and fixed asset activity.
- Ensures financial reporting deadlines are met in a timely manner, including financial statement distribution, and monthly/yearly closing statements.
- Monitors and analyzes teams' work to develop more efficient processes and procedures with the use of resources that will garner a high level of accuracy, enhancing the workflow of daily operations.
- Maintains the current accounting controls, policies and procedures and coordinates the implementation of new systems, controls, and procedures, as necessary.
- Facilitates the process of providing required documents to the auditors and works with the Director to ensure annual audits are clean and timely. (Financial, WC and GL)
- Prepares analysis of accounts as needed.
- Performs daily banking activity and monitors/resolves bank issues.
- Assists with the annual budget and forecasting activities for the organization overall, as well as working alongside the Director to create the annual budget for the Accounting Team and infrastructure needs. Manages team projects/expenses to budget on an ongoing basis.
- Adheres to organization's processes and procedures, ensuring these are consistently followed at all times.
- Performs regular Manager-on-Duty (MOD) shifts.
- Performs other duties as assigned by management.

Qualifications

- Bachelor's degree in Accounting/Finance, or closely related field required.
- Minimum 5 years directly related experience required.
- Possesses an outgoing, friendly personality and the desire to provide quality service to internal and external customers.
- Excellent written and verbal communication skills with the ability to convey a conservative and professional image to partners and guests.
- Ability to effectively present information and respond to questions from a group of managers, guests, or the general public; read and analyze business correspondence; to develop and write reports.
- Must have thorough understanding and application of Generally Accepted Accounting Principles (GAAP), financial reporting and general ledger structure.
- Must be proficient with Microsoft Office Suite. Prior experience with Great Plains – Dynamics and QuickBooks strongly preferred. Experience with a budgeting, payroll and Point of Sale software a plus.
- Ability to effectively lead a team of up to 10 people.

- Ability to add, subtract, multiply and divide with the ability to do so using US currency.
- Ability to travel occasionally.
- Ability to multi-task and manage time effectively with superior level of attention to detail.
- Ability to provide a flexible schedule to work nights, weekends, holidays, and special events as needed.
- Required to regularly use hands and fingers. Ability to lift/move up to 25 pounds. Required to walk, stoop, kneel or crouch freely.