

## **Accounting Manager Job description**

The Accounting Manager performs work requiring knowledge of the theory and practice of generally accepted accounting principles related to payroll, accounts payable, accounts receivable, job costing, general ledger and double entry bookkeeping. In addition to his or her own duties, this person manages the payroll, accounts receivable, accounts payable, and job set-up functions within the department.

This person reports directly to the Controller and performs work under his or her direction. Work must be performed in compliance with Neil Kelly Company standards of paperwork and processes. Accuracy is critical in the results produced.

Work hours will generally be 8:00 am to 5:00 pm, or another eight hour shift as determined. The regular 40 hour work week will be Monday through Friday. There will be occasional overtime or Saturday work.

### **Primary Responsibilities**

The primary functions of this position include, but are not limited to:

1. Managing, training, supervising, and reviewing accounting and payroll clerks;
2. Preparing and posting general journal entries, preparing detail analysis of various general ledger accounts;
3. Preparing payroll labor distribution for month end journal entry; payroll taxes; analyzing and preparing indirect labor distribution for month end journal entry; preparing payroll ACH transactions;
4. Preparing monthly commission statements and quarterly incentive bonuses for Designer / Consultants and Project Managers; preparing estimated commission balances report;
5. Reconciliation of monthly bank statements and preparation of related journal entries;
6. Preparing and posting month end adjustments to jobs; general ledger accounts; and accounts receivable;
7. Preparing and filing quarterly and annual reports such as Washington State Sales Taxes, various city business and occupational taxes, payroll tax reports for Federal and State, trade union reports, workers' compensation insurance for Oregon and Washington, and company 401(k) reporting;
8. Maintaining employee payroll set-ups; tax, insurance, and fringe benefit tables; costed rates for hourly employees, union rate increases;
9. Preparing other reports and performing other accounting tasks as directed by the Controller and /or the Leadership Team;

10. Attending training sessions required to remain current in job specific issues.
11. Not all the work performed is specifically described, and other duties may be assigned as required.

### **General Requirements**

This position requires a combination of education and/or experience providing knowledge of generally accepted accounting principles and all general accounting activities for a construction firm. Four – Six years' of experience, with at least two years in a management / supervisory capacity is required. A bachelor's degree in Accounting or Finance is preferred. Experience is required in payroll, payroll taxes, accounts payable, accounts receivable, job costing, general ledger, double entry bookkeeping, and accrual based accounting. A background in Sage accounting software is highly desired. A solid knowledge of Excel and the ability to create spreadsheets and queries is essential. Familiarity with Crystal Reports is a plus.

Skills required for this position are: applying accounting principles to the recording, classification, analysis, and reconciliation of financial data; preparing statistical accounting reports; maintaining general ledger accounts and being able to spot and correct inaccuracies; and a strong focus on accuracy in checking and comparing numbers and other information. Candidate must possess the ability to prioritize and work on concurrent projects with little supervision, and have the ability to effectively communicate in written and spoken English. This person must have the ability to establish and maintain effective work relationships with employees in all divisions and have a strong internal and external customer focus.

This is an office position, which requires being seated in front of a desk most of the day. This person will be required to use a computer and calculator, use a telephone and other office equipment. The Accounting Manager is expected to abide by the company safety policy, including supporting Neil Kelly's Drug-Free Workplace Policy.

As an extension of our commitment to our community, Neil Kelly Company is a B Corporation. B Corp requirements include attention to the environment and sustainability, our communities, and in our internal dealings. It is expected that company employees will use this adopted philosophy as a guideline for making regular business decisions and participate in related trainings and activities as directed by management.

Each company employee is assigned to a workgroup team which meets at least once each month to discuss company business. The Accounting Manager will be expected to be a full participant on his or her team. The ability to work as a member of a team is a requirement for this position.