

Accounting Manager

Job Title: Accounting Manager

Essential Duties and Responsibilities:

- Monitor daily cash balances and prepare cash forecast
- Ensure compliance with operating line of credit debt covenants
- Review and approve all corporate invoices
- Oversee monthly deal-related invoice
- Review plane accounting and allocate costs associated with the plane
- Supervise and review monthly closing process including foreign offices
- Prepare month-end consolidation
- Provide direction to foreign Controllers on various accounting issues
- Coordinate the preparation of tax return and year-end review with outside accountants
- Prepare monthly financial package
- Special projects

Supervisory Responsibilities:

Supervise corporate Accounts Payable Clerk, Corporate Accountant and Staff Accountant. Supervisory responsibilities include interviewing, hiring and training employees; planning, assigning and directing work; and appraising performance.

Education and Experience:

Bachelor's degree in Accounting and a minimum of four years of related work experience. Foreign currency and international experience are required.

Special Skills:

Computer proficiency in Excel and Word; working knowledge of financial accounting systems; general ledger reconciliation knowledge; experience in preparation of financial statements; excellent oral and written communication skills.