



Original Issue Date: 30-Mar-2026	Revision Date:	Revision Level: A	Department:
Position Title: <i>Accounting Manager</i>		Reports To: <i>President</i>	

JOB OVERVIEW:

The Accounting Manager is responsible for overseeing the company’s day-to-day accounting operations, ensuring accuracy, consistency, and compliance across all financial activities. This role combines hands-on execution of core accounting functions with ownership of processes that support efficient, project-based operations, strong financial visibility, and informed decision-making across the organization.

RESPONSIBILITIES:

Accounting Operations

- Manage full-cycle accounts payable and accounts receivable, including invoice processing, payments, and collections.
- Partner with Project Managers to prepare, review, and distribute client invoices, ensuring accuracy and timeliness.
- Monitor accounts receivable aging and proactively follow up on past due balances.
- Perform and maintain bank, credit card, and account reconciliations.
- Maintain accurate general ledger, AP, and AR records with proper documentation and audit trails.
- Oversee employee reimbursements, including review, processing, and tracking.
- Ensure accurate sales tax tracking, reporting, and timely filings.
- Oversee day-to-day use of QuickBooks, ensuring proper categorization, job costing, and data integrity.
- Ensure timely and accurate processing of all financial transactions, maintaining complete and up-to-date financial records and documentation.
- Identify and implement process improvements to increase efficiency and financial visibility.

Vendor & Compliance Management

- Manage supplier records and ensure all required documentation is collected and maintained, including W9s, Certificates of Insurance, and tax-exempt documentation.
- Support vendor onboarding and ensure compliance with company policies and insurance requirements.
- Coordinate and manage insurance and subcontractor audits, ensuring all documentation is accurate and submitted on time.
- Prepare and distribute year-end 1099s in compliance with federal and state requirements.
- Ensure proper record retention and organization of all financial and vendor documentation.



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Banking & Financial Partner Management

- Manage relationships with banking and financial institutions, including credit unions and credit card providers.
- Oversee company insurance relationships, ensuring appropriate coverage and timely renewals.
- Monitor services, fees, and overall performance of financial and insurance partners.
- Proactively evaluate and recommend alternative providers when beneficial to optimize cost, service, or efficiency.

Financial Reporting & Close Process

- Lead and execute month-end and year-end close processes.
- Prepare and review financial statements, ensuring accuracy and completeness.
- Maintain general ledger integrity, including journal entries and adjustments.
- Generate routine financial reports, including job cost and profitability tracking.
- Maintain internal financial dashboards and reporting tools.
- Partner with external financial advisor to support budgeting, forecasting, and overall financial strategy.

Operational Support

- Maintain and update the hours schedule weekly to reflect staffing, job assignments, and availability.
- Track and report on labor utilization, overtime, and scheduling accuracy.
- Provide financial insights and reporting to support leadership decision-making.
- Assist with documentation related to compensation adjustments and recordkeeping.

Compliance & Controls

- Ensure adherence to GAAP and financial policies.
- Maintain and enforce internal controls to safeguard company assets.
- Support external accountants, auditors and financial partners with required documentation and reporting.
- Continuously evaluate and strengthen financial processes and controls.



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QUALIFICATIONS:

Experience

- 4-6 years of accounting or finance experience
- Experience with accounts payable/receivable, reconciliations, financial reporting.

Technical Skills

- Proficiency in QuickBooks
- Strong understanding of GAAP
- Microsoft Excel

Core Competencies

- High attention to detail and accuracy
- Strong organizational and time management skills
- Ability to manage multiple deadlines
- Strong communication skills with non-financial team members
- High level of integrity and confidentiality

PHYSICAL & WORK ENVIRONMENT REQUIREMENTS:

- Prolonged periods of sitting and working at a computer
- Ability to work in a fast-paced environment with multiple deadlines
- High level of focus, accuracy, and attention to detail required
- Ability to communicate and collaborate effectively with team members
- Occasional lifting of up to 15 pounds

DIMENSIONS:

Number of employees supervised: 0 (*with potential to oversee accounting support staff as the company grows*)



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<i>REVISION LETTER</i>	<i>REVISION DATE</i>	<i>REVISION DESCRIPTION</i>
A	30-Mar-2026	Initial release