

ACE DISTRIBUTING

POSITION: Accounting Manager	DEPARTMENT: ADMINISTRATION REPORTS TO: SVP OF ADMINISTRATION STATUS: EXEMPT DATE: 03/08/2018
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The Accounting Manager is responsible for all areas relating to financial reporting. This position will be responsible for developing and maintaining accounting principles, practices and procedures to ensure accurate and timely financial statements. This position addresses tight deadlines and a multitude of accounting activities including general ledger preparation, financial reporting, year-end audit preparation and the support of budgeting and forecasting activities. The Accounting Manager will have contact with the company's Executives and Finance Department which requires strong interpersonal communication skills both written and verbal.

WHAT WILL I BE DOING?

In your role as Accounting Manager, you will be part of our success by:

- Obtaining and maintaining a thorough understanding of the financial reporting and general ledger structure.
- Managing day-to-day accounting operations and ensuring that there is a redundant process backup in place for every critical operation.
- Ensuring accurate and timely monthly, quarterly and year end close.
- Ensuring the timely reporting of all monthly financial information.
- Processing daily banking requirements.
- Ensuring the accurate and timely processing of positive pay transactions.
- Ensuring the monthly and quarterly Bank Compliance activities are performed in a timely and accurate manner.
- Supporting budget and forecasting activities.
- Collaborating with finance department employees to support overall department goals and objectives.
- Monitoring emerging technology to determine ways to automate the accounting process without sacrificing accuracy and accountability.
- Monitoring and analyzing department work to develop more efficient procedures and use of resources while maintaining a high level of accuracy.
- Advising staff regarding the handling of non-routine reporting transactions.
- Responding to inquiries from the Finance Department and other executives regarding financial results, special reporting requests and the like.
- Working with the Finance Department to ensure a clean and timely year-end audit.
- Supervising the Accounting Department to ensure all financial reporting deadlines are met.
- Assisting in development and implementation of new procedures and features to enhance the workflow of the department.
- Providing training to new and existing staff as needed.
- Handling personnel issues relating to staff conflicts, absenteeism, performance issues, etc.
- Working with each direct report to establish goals and objectives for each year and monitor and advise on the progress to enhance the professional development of staff.
- Supporting SVP of Administration and Finance department with special projects and workflow process improvements.

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- Managing and guaranteeing weekly disbursement of payroll, including garnishments, benefits and taxes to employees consistent with federal and state wage and hour laws.
- Critically reviewing and analyzing current payroll, benefits and tax procedures in order to recommend and implement changes leading to best-practice operations.
- Auditing W-4s, payroll balance sheets, YTD earnings, etc.
- Communicating actively with all departments to review cross-departmental impacts and reconcile data sharing.
- Partnering with HR in aligning and implementing a more sophisticated payroll and benefits system.
- Develop and implement policies and procedures to ensure that personnel and confidential information is secure and stored in compliance with current legislation.

WHAT DO I NEED TO DEMONSTRATE? *As well as a strong desire to learn and succeed in this position you must be able to meet the following requirements:*

Required:

- BA/BS in Business with an emphasis in Accounting.
- Technical Skills and Prior Experience.
- A minimum of 2-3 years prior supervisory experience in the financial reporting/general ledger area.
- PC proficient and able to thrive in a fast-pace setting. Must have strong experience with Microsoft Excel, Access and Word.
- Strong verbal and written communication skills.
- Strong interpersonal, supervisory and customer service skills required.
- Ability to multi-task, work under pressure and meet deadlines required.
- Personal qualities of integrity, credibility, confidentiality and a commitment to Ace's mission.

Preferred:

- BS in Accounting.
- Quick Books or other Accounting Application experience.
- 5+ years' experience in an accounting leadership role.
- Budgeting, financial forecasting and financial analysis skills.
- Exceptional leadership abilities.

WHAT ELSE DO I NEED TO KNOW?

- Working conditions included but are not limited to an office environment with controlled temperature, frequently required to walk, sit, talk, hear, use of hands and fingers to operate office equipment and reach with hands and arms. The employee is occasionally required to balance, stoop, kneel and crouch. The employee must occasionally lift 20 lbs. Specific vision abilities required by this job include close vision, peripheral vision, color vision, and the ability to focus.
- Occasionally this job requires an employee to walk into the warehouse. The warehouse is climate controlled with the exception of the cooler where the temperature is maintained between 32 and 40 degrees. The warehouse can also be very loud due to vehicles and fork lifts running. The employee may be exposed to exhaust fumes while in the warehouse.
- This job description is only a summary of the typical functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks and duties. The responsibilities, tasks, and duties of the jobholder might differ from those outlined in the job description and other duties as

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assigned, might be part of the job. This job description does not constitute an employment contract; the employment relationship between Ace Distributing and the employee is an at-will relationship.

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, ethnicity, disability, religion, national origin, gender, gender identity, gender expression, marital status, sexual orientation, age, protected veteran status, or any other characteristic protected by law. Where required by federal and/ or state law and/ or city ordinance; this employer will provide the Social Security Administration (SSA) and if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.

PRINTED NAME AND SIGNATURE

DATE