



Job Description

Job Title	Accounting Manager
Department	Financial Services
Reporting Relationship	Senior Accounting Manager
# of Employees Supervised	5

Job Summary

The Accounting Manager is responsible for performing the full range of professional accounting work and assisting the senior accounting manager with day-to-day operations and reporting requirements. This position will be responsible for developing/maintaining accounting principles, practices and procedures to ensure accurate and timely financial statements.

Primary Duties & Responsibilities

- Monthly closing process – schedule and coordinate with outside departments and within the department to meet deadline of 4-day close. This will include preparing journal entries, posting, balancing and reconciling subsidiary ledgers.
- Preparation of financial statements
- Reconciliations – balance sheet accounts
- Oversee fixed asset tracking process
- Provide financial information to other departments
- Manage accounts payable functions and personnel
- Assist with AP staff cross training and staff development
- Preparation of quarterly sales tax returns
- Any other duties as assigned
- Provide accurate and timely financial information.
- Provide account analysis for assigned accounts and other accounts as necessary.
- Maintain integrity and accuracy of accounting system.

Educational & Job Requirements

- Bachelor's degree in accounting
- 5+ years of accounting work experience
- Experience supervising employees
- Thorough knowledge of accounting principles, systems and procedures
- Ability to:
 - Work under minimal supervision
 - Multi task with parallel deadlines
 - Examine and verify financial documents
 - Demonstrate good work paper and analytical techniques



- Communicate financial information with department managers.
- Promote the mission, vision and values of Mann Packing Company
- Exercise independent judgement within established systems and procedures
- Prepare a variety of financial statements, reports and analysis timely and accurately.
- Establish and maintain effective internal and external working relationships
- Maintain staff development and cross training
- Demonstrate a high level of proficiency with computer hardware and software necessary to perform duties (Excel, Word)