

Accounting Manager



INCUMBENT: Vacant
REPORTS TO: Director of Finance
LOCATION: Bowling Green, KY
STATUS: Full-Time, Exempt
DATE: Open Until Filled

DESCRIPTION

The accounting manager provides oversight and daily management of the accounting functions for the National Corvette Museum (NCM) and affiliated companies. This position is responsible for oversight and hands-on support of accounts payable and accounts receivable processing, general ledger functions including recording journal entries, as well as ensuring compliance with financial policies and internal controls, maintenance of financial records and preparation of financial reports.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Manage the accounts payable (AP) and accounts receivable (AR) division of the accounting department. This includes management of staff and oversight of day to day processes.
- Manage the general ledger (GL) functions of the accounting department.
- Ensure maintenance of payroll to general ledger interface using ADP's InfoLink G/L Interface.
- Administer and audit, on a regular basis, paid time off program for all eligible staff.
- Manage the period end close process for multiple ledgers and companies under tight deadlines and ensure timely completion of month end financials.
- Reconcile AP and AR to designated balance sheet accounts and reconcile bank statements.
- Prepare accounting journal entries and perform general account analysis and reconciliations.
- Assist in the preparation of quarterly GAAP financial reporting.
- Take a lead role in preparation for the annual financial audit, annual 401(k) audit, and annual workers compensation audit.
- Ensure accurate preparation of year-end 1099's for applicable contractors, vendors, and for filing with the IRS.
- Provide oversight on the preparation of NCM's raffle schedule, ordering of raffle cars and tickets, and updating of system to sell new raffle tickets.
- File quarterly gaming reports and prepare year end W-2 G forms for raffle winners.
- Ensure compliance with financial controls including policies related to purchasing, travel, segregation of duties, supporting documentation, IT, capitalization of fixed assets and HR policies.
- Manage the annual budgeting process and provide hands-on support during this process under the direction of the Director of Finance.
- Perform ad-hoc reporting and analysis as required by Director of Finance.
- Serve as back-up for Director of Finance on treasury functions.
- Work closely with Director of Finance to ensure compliance with monetary policy and intercompany transactions and reconciliations.
- Maintain strictest confidentiality.
- Responsibilities are not all inclusive, additional duties may be assigned.

EDUCATION/EXPERIENCE

- Bachelor's degree in accounting or finance required.
- CPA designation required.
- Must possess an in-depth knowledge of accounting procedures and systems acquired through a minimum of five years' experience in public or private accounting.

QUALIFICATIONS

- Proficiency with Microsoft® Office Suite applications with advanced Excel skills.
- Must be able to communicate effectively with all levels of staff.
- Strong analytical, organizational, and communication skills.
- Must be able to work independently and under pressure in a fast-paced environment.
- An extremely organized, disciplined, self-directed, hands-on and process-oriented individual who is not afraid of digging into details when necessary.
- Ability to manage and prioritize multiple tasks.
- Strong work ethic and unquestioned personal and professional integrity
- High level of commitment to team and company values
- Attention to detail, establishing priorities and meeting deadlines.
- Willing to travel as needed.
- Valid state driver's license required.

ESSENTIAL PHYSICAL REQUIREMENTS

- Ability to sit at a desk for one or more hours at a time.
- Ability to lift and carry up to 10 lbs.
- Ability to operate computer and other office equipment.
- Must have sufficient mobility to move around the office and Museum.