

Accounting Manager



INCUMBENT: Vacant
REPORTS TO: Director of Accounting
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 the policies, procedures, and staff in accounts payable, accounts receivable, payroll, cash management, fixed assets, internal control, and tax compliance.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Manage the period close process for multiple ledgers and companies under tight deadlines and ensure timely completion of month-end financials.
- Maintain and manage an accurate general ledger (GL) for multiple businesses.
- Manage the accounts payable (AP) and accounts receivable (AR) divisions of the accounting department. This includes management of staff and oversight of day-to-day processes.
- Oversee the accurate and timely filing of multi-state sales tax.
- Serve as a back-up for payroll processing.
- Reconcile all balance sheet accounts monthly.
- Ensure financial statements are prepared in accordance with GAAP.
- Ensure accurate preparation of year-end 1099's for applicable contractors and vendors for IRS filing.
- Establish processes satisfactory to internal and external regulatory requirements.
- Take a lead role in preparation for the annual financial audit and other audits as needed.
- Help establish, document, and maintain internal financial control procedures, ensuring proper segregation of duties.
- Work closely with and provide timely and accurate financial support to management personnel of all NCM-affiliated entities.
- Manage the raffle processes and assist in the preparation of NCM's raffle schedule, ordering of raffle cars and tickets, and updating the system to sell new raffle tickets.
- Assist in filing the quarterly gaming reports and prepare year-end W-2 G forms for raffle winners.
- Oversee tax matters to ensure that calculations are in line with the Tax Regulations and submitted in a timely manner.
- Perform ad-hoc reporting and analysis as required by the Director of Accounting.
- Perform supervisory duties for accounting staff that report to this position.
- Work closely with the Director of Accounting to ensure compliance with monetary policy and intercompany transactions and reconciliations.
- Maintain the strictest confidentiality.
- Maintain a positive attitude with all co-workers, management, board members, and donors.
- Responsibilities are not all-inclusive, additional duties may be assigned.

EDUCATION/EXPERIENCE

- Bachelor's degree in accounting or finance required.
- CPA designation preferred.
- Must possess an in-depth knowledge of accounting procedures and systems acquired through a minimum of five years of 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 (less than 10%) as needed.
- A valid state driver's license is 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 computers and other office equipment.
- Must have sufficient mobility to move around the office and Museum.