

1.0 INTRODUCTION

The purpose of this job description is to establish the authority, duties, reporting relationships, and responsibilities for the position of Accounting Manager of Sygnetics, Inc.

2.0 FUNCTIONAL ROLE

- Responsible for managing the general accounting function.
- Oversee the completion of ledger accounts and financial statements.
- Evaluate and make appropriate improvements to internal accounting processes ensuring that practices are in line with the overall goals of the organization.
- Rely on extensive experience and judgment to plan and accomplish goals.
- Lead and direct the work of others.
- Requires a wide degree of creativity and latitude.

3.0 REQUIREMENTS

Education:

- Requires a Bachelor's Degree in area of specialty.

Experience:

- 7+ years of related experience in the field or in a related area.

Certification:

- Designation of CPA may be required.

4.0 REPORTING RELATIONSHIP

The Accounting Manager reports to the CEO.

5.0 ESSENTIAL DUTIES/ RESPONSIBILITIES

- Manage other personnel in the completion of various tasks related to duties described under this classification. That might include answering the phones, clerical duties, and various accounting tasks.
- Compile accounting data and review it for accuracy.
- Data entry including but not limited to invoices, bills, taxes, expense reports, employee, and payroll data.
- Create various financial and accounting reports.
- Reconcile various general ledger accounts.
- Process payroll including but not limited to the collection and review of timesheets and the processing and payment of payroll and related payroll taxes.
- Process Accounts Payable checks.
- Transfer funds between different accounts.
- Provide preparation and tracking of all Accounts Receivable transactions, to include all deposits and reconciling of bank accounts.

- Train employees in various areas including but not limited to the creation and submittal of expense reports and timesheets.
- Know and understand a variety of accounting concepts, practices, procedures, and terminology as they relate to the field.
- Be familiar with a variety of the field's concepts, practices, and procedures.
- Possess the ability to apply knowledge of these concepts, practices, procedures, and terminology to their tasks.
- Be familiar with Microsoft Office products, various automated accounting systems, and general office equipment operation.
- Possess strong communication, critical thinking, problem solving, and analytical skills.
- Possess sound judgment and decision making skills.
- Be able and willing to acquire new skills and strategies.
- Be able to keep job related information confidential.
- Other duties as assigned by their supervisor.