

Accounting Manager/Supervisor

Benefits: Candidates on temporary assignment may qualify for our competitive benefits package which includes group health, life and disability insurance and voluntary benefits such as retirement savings and holiday pay.

Salary range: \$27.71 to \$32.09 hourly

Employment status: Contract / Temporary to Hire

Description

What You'll Do:

- Direct, understand and supervise all Accounts Receivable and Accounts Payable activities and processes performed by Accounting Administrators.
- Ensure timely payments of vendor invoices and expense reports.
- Monitor emails received for Accounts Receivable, Accounts Payable, as well as Purchasing Departments.
- Oversee mail and bank deposit processing.
- Responsible for timely completion, oversight, and financial reporting of all Accounts Receivable and Accounts Payable. Be proactive in seeking out continuous improvement initiatives.
- Maintain good working relationships with external vendors.
- Maintain a high level of confidentiality when dealing with sensitive company information.
- Contribute to the development, improvement, and documentation of accounting processes and procedures. Collaborate with other departments on these initiatives as necessary.
- Maintain accurate financial records and controls.
- Guide the department to achieve key performance initiative (KPI) metrics and report to senior leadership.
- Conduct performance reviews and evaluations of all direct reports.
- Attend accounting & other departmental meetings
- Attend staff training sessions
- Work with and assist other accounting managers to achieve departmental goals and initiatives.
- Serve as a backup to other accounting managers during vacations.
- Special projects at the discretion of the CFO and Director of Accounting.

What You'll Bring:

- 7+ Years full cycle Accounts Receivable/Accounts Payable Processing.
- 5+ years leading and building Accounts Receivable/Accounts Payable teams.
- Proficient with Microsoft Suite (Excel, Word, Outlook).
- Effective oral and written communicator.
- Honest with a high respect for confidentiality & integrity.
- Detail oriented, results driven personality.
- Ability to independently supervise and lead department personnel.
- Ability to facilitate strong team collaboration and communication.
- Analytical thinker; able to anticipate, evaluate, and create innovative solutions.
- Able to adapt as the external environment and as the organization evolves.

Bonus If You Have:

- Desire to grow in a dynamic setting.
- Experience with OneDrive.

- Experience with electronic filing systems.
- Experience with Salesforce.
- Experience with procure to pay processes.

As Part of our Team you'll Enjoy:

- 100% premium paid for medical, dental, vision and life for all our employees!
- An excellent 401 (k) with 100% Employer-matched up to 4%.
- Working to bridge the digital divide between rural and urban areas, providing much needed services to those who don't have access to reliable internet.

Requirements

NetSuite, Purchase Orders, Accounts Payable (AP)

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Please contact Ernst & Young at 866-834-5115 with any questions. Thank you for your assistance.

This Job Posting will expire in 10 days.