

## 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.

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### 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.**