

Kim Finch Cook Executive Recruiter, Inc

Position Profile

Title: Accounting Manager
Location: Tacoma, WA
Reports To: CFO
Organization: Wholesale, Retail, Direct, Manufacturing, and ecommerce auto care products

This privately held, dynamic 30+ year old company is a leader in providing complete car care solutions. Retail and manufacturing a complete line of outstanding products.

The Accounting Manager will be responsible for managing and overseeing all aspects of statutory financial and accounting operations. Responsibilities include the accurate and timely preparation of filings and reports related to statutory compliance and financial statement preparation, tax management, account reconciliation and variance analyses, accounts payable, reserves and accruals, fixed assets, and other fiscal duties. The Accounting Manager's responsibilities will also include development and maintenance of a strong internal control environment, policies and procedures, accurate and timely payroll processing and recording, management and development of staff, and other duties as required.

KEY DUTIES AND RESPONSIBILITIES:

- The Accounting Manager will guide and develop accounting staff (of 4) in areas of accounting, A/P, and payroll processing
- The Accounting Manager will handle all aspects of accounting (accounts payable, billing, general ledger entries, reconciliation, credit card expense reporting, cash applications, collections, and payroll processing)
- Delivering timely and accurate month end close including preparation of statutory financial statements, management reports, variation analysis and balance sheet reconciliations
- The Accounting Manager will ensure proper revenue recognition for omni-channel sales environment (Wholesale, Retail, Direct, Ecomm, Events, Gift Cards)
- Ensure strong internal controls to protect assets, including cash, inventory, and fixed assets
- Develop variance analysis and other review techniques (ratio, trending, etc....) to identify savings and cost control opportunities
- Understanding and application of manufacturing cost accounting techniques and impacts of changes to profitability
- Coordinate and ensure accurate and timely tax preparation and attest review
- Review payroll related activity and ensure timely payment of payroll and other tax obligations
- Maintenance and revision of the chart of accounts, including cost and profit centers
- Prepare State Sales & Use Taxes for multiple jurisdictions

- Prepare monthly, quarterly, and annual financial statements, banking compliance reports, and various detailed analysis reports, including MISC-1099, as required
- Maintain files and comply with record retention requirements
- Perform other job-related duties and special projects as assigned

ESSENTIAL ABILITIES:

- Accounting Manager must be organized, accurate and detail oriented
- Thorough knowledge of generally accepted accounting principles
- Demonstrated ability to direct, encourage and develop staff and employees
- Strong analytical and reasoning abilities with superior computation skills
- Possess well-developed interpersonal verbal and written skills
- Ability to manage and resolve conflicts, problems, and complaints
- Self-motivated and ability to function independently in multi-task environment
- Computer skills – Microsoft Application Suite including Excel, Word, Outlook and PowerPoint
- Advantage accounting software experience a plus

DESIRED EXPERIENCE AND EDUCATION/CERTIFICATION

- Bachelor's Degree in accounting or related
- 5-7 years experience in Accounting/Finance role
- CPA or equivalent, required
- 2 years demonstrated management experience with 2-3 direct reports or equivalent

BENEFITS:

- A competitive wage (DOE)
- Medical, dental, and vision
- Life Insurance
- 401(k)
- Paid vacation days, paid sick leave, and paid holidays
- Employee discount plan
- Employee Profit Sharing Plan

For additional information please contact:

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