

A growing back office accounting firm is looking for a full time manager to join our team.

**Responsibilities:**

- Establish processes based on client needs and allocate tasks to team members.
- Supervise team members to ensure they are performing their tasks and meeting deadlines.
- Supervise monthly close, including reviewing bank reconciliations, troubleshooting uncleared items, reconciling intercompany loans, recording accruals and other monthly adjustments.
- Review financials prepared by team members after month is closed, facilitate any adjustments needed, compile analysis for client.
- Create templates for budgets, cash flow, and other reports based on client needs and provide these reports to client along with analyses on a monthly or quarterly basis.
- Create outlines of other spreadsheets/templates for team members to use to organize client data.
- Review and update charts of accounts so financials are presented uniformly and clearly.
- Liaise with tax accountants to ensure books reconcile with tax returns.
- Communicate with clients.

**Required Skills:**

- Good working knowledge of Excel including pivot tables and lookup formulas.
- Familiarity with QBO and QBD. Appfolio knowledge a plus.
- Comfort with standard office technology.
- Excellent communication skills, written and verbal.
- Ability to prioritize tasks and organize your work day to ensure deadlines are met.
- Attention to detail/analytical approach.

**Education:**

- Degree in Accounting

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