

ACCOUNTING MANAGER

GENERAL

- Work location: 1200 Priska Drive, Paso Robles, CA
- Full time position, Exempt status
- The Accounting Manager reports to the Director of Finance & Administration and works in task-oriented teams

JOB DESCRIPTION

1. ACCOUNTING

- Overseeing Accounts Payable and Purchase Order processing for multiple companies
- Ensuring all expenses are recorded properly
- Answering questions related to accounting policies and procedures
- Continually improve systems and procedures to maximize efficiency

2. FINANCIAL REPORTING

- Coordinating of accounting standards, procedures & reporting
- Responsible for the general ledger close process and all account reconciliations
- Reconciling intercompany accounts for multiple companies
- Preparing weekly and monthly consolidated cash flow statements
- Supporting group managers in budgeting process
- Preparation and review of departmental budget variance reports
- Compile information for annual financial review
- Updating and standardizing of inventory control and asset lists
- Improving accuracy and timeliness of cost accounting
- Additional duties as assigned

REQUIREMENTS

- BS-degree in Accounting or Business
- 8+ years accounting experience
- Efficient and detail oriented
- Ability to multi task in a fast paced environment with accuracy
- Experience with Quickbooks required
- Advanced knowledge of Excel