



## JOB DESCRIPTION

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**Position:** Accounting/Finance Manager

**Reports to:** CFO

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### **Overview:**

The Accounting/Finance Manager is responsible for all financial reporting and associated record keeping functions; manages all financial operations; implements related policies; directs departmental employees; and, may develop and implement some training initiatives and programs. The Accounting/Finance Manager is additionally responsible for assuring company compliance with all finance, tax payment and other related local, state and federal laws and regulations. The Accounting/Finance Manager follows directions from the Chief Financial Officer.

### **Responsibilities:**

- Ensures compliance with all applicable finance related laws and regulations
- Direct and oversee the financial accounting team
- Coordinate and ensure the timely execution of period and year-end requirements
- Prepare and distribute monthly financial statements, miscellaneous financial information and management reports
- Review journal entries, account reconciliations and analyze and comment on financial information and key company metrics
- Monitor the accounts receivable and accounts payable functions.
- Develop and maintain consistent and best practices for internal and external accounting policies and procedures as well as identify and rectify internal control issues
- Prepare reports which summarize and forecast company business activity and financial position in areas of income, expenses, and earnings based on past, present, and expected operations
- Coordinate annual budgeting process, including maintenance of company budget, and transfer of final budget information into financial statements.
- Interface with company tax accountant
- Assure completion of necessary tax forms, remits appropriate taxes, assures filing of related reports required by law, and arrange for audit of company's accounts
- Establish and document departmental employees' measurable performance criteria
- Develop and implement annual staff training plan
- Manage department budget

### **Regular activities may include, but not be limited to:**

- Meeting or otherwise communicating regularly with Chief Finance Officer

- Meeting regularly with supervisory staff
- Proposing finance related policy in consultation with other managers
- Proposing and managing operational components of the finance budget
- Conducting and/or participating in interviewing and hiring decisions
- Conducting Finance employee performance evaluations
- Identifying training and other employee performance and compliance enhancing needs and opportunities
- Coordinating and directing departmental work and maintaining quality control procedures
- Implementing department and departmental employee related safety requirements and program(s)
- Suggesting process improvements to higher level management
- Developing and maintaining files and archives
- Other activities as assigned

### **Required skills and qualifications:**

- B.S Degree in Accounting
- Minimum 4 years of related Accounting/Finance experience
- Solid understanding and working knowledge of accounting principles, best practices and tax regulations
- Demonstrated experience managing budgets
- Demonstrated experience managing personnel
- Minimum of 5 years experience in the areas of Cost, Management or Financial Accounting,
- Proficiency with commonly used accounting and MS office suite software programs
- Strong organizational ability
- Ability to work in a team environment
- Ability to interact with diverse people
- Good general oral and written communication skills
- Ability to communicate specifically with employees, customers, vendors, and management
- Team player, self-motivated, ability to multi-task and prioritize
- Good interpersonal skills and ability to work with wide variety of people
- QuickBooks Enterprise

### **Desired skills and qualifications:**

- Proficiency with mid-tier accounting software and database management systems.
- CPA, CMA or CFM designation

California Waste Solutions is an equal opportunity employer. We provide a competitive compensation package consisting of medical, dental, vision, life insurance coverage, and a 401k plan. Compensation will be commensurate with experience and qualifications.