

## **FINANCIAL MANAGER**

### **SUMMARY:**

This position reports to the CEO/CFO and is responsible for maintaining all accounting functions including cash flow, accounts receivable, accounts payable, monthly general ledger closings, monthly financial statements and year-end closing. This position is key in reporting all financial activities to management including all anomalies and exceptions. The job duties demand an impatient driver with a strong sense of urgency who can work independent of supervision with confidence and decisiveness. The ability to prioritize quickly, juggle activities simultaneously, and work well under pressure is needed in this position, along with strong communication and analytical skills.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES: (Other duties may be assigned.)**

- Management and optimization of cash flow
- Prepare and disseminate monthly financial statements and analysis in a timely manner
- Provide ad hoc reports and analysis as needed by management
- Support external tax accountants to assure timely corporate tax filings and tax planning by providing year-end reports and schedules
- Assist and support CFO/CEO on annual budget creation and financial planning
- Provide CFO/CEO and outside tax accountants year-end data and analysis for shareholder tax responsibilities

### **QUALIFICATION REQUIREMENTS:**

- Proficient with Microsoft Office suite with an emphasis on Excel
- Deltek/Vision software experience preferred
- Experience in architecture or engineering firm accounting a plus
- Full month-end close experience
- Exposure/experience in S-corporate tax laws
- Must be well-organized and detail-oriented
- Must have the ability to establish and maintain effective working relationships with clients, employees and business partners

### **EDUCATION and/or EXPERIENCE:**

- BS degree in Accounting or Finance

- 7+ years in corporate accounting including general ledger, accounts payable, accounts receivable, payroll and cash management

**MATHEMATICAL SKILLS:**

Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.  
Ability to apply concepts of basic algebra and financial functions.

**REASONING ABILITY:**

Ability to define problems, collect data and interpret a variety of instructions from various sources.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Valid driver's license (Required)

U.S. Citizen or valid work permit (Required)

**PHYSICAL DEMANDS:**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle or feel objects, tools or controls; reach with hands and arms; and stoop, kneel, crouch or crawl.

**WORK ENVIRONMENT:**

The work environment characteristics described herein are representative of those an employee would encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

If you are excited about this career opportunity, and feel you are right for the position, please contact us by emailing your resume:

**Attention: Recruiting Coordinator**

**Email: [hgijobs@hgi-fire.com](mailto:hgijobs@hgi-fire.com)**