

Accounting and Finance Manager – San Juan Capistrano, CA

We are looking for a sharp and experienced Accounting and Finance Manager to join our team at our corporate office in San Juan Capistrano, CA. We are a growing, highly respected environmental air quality consulting firm based out of Southern California. We work on a wide variety of environmental air quality permitting and compliance projects, across a diverse range of California industries and locations. We offer a friendly, team-oriented work environment where employees can be challenged and grow professionally amongst their peers.

Position Summary:

The Accounting and Finance Manager is responsible for planning and managing the accounting department from a day to day and long term strategic perspective. The position is responsible for overseeing invoicing, budget reports, general ledger management, account reconciliation, cash/check receipts processing, depreciation and accruals, A/R collections and A/P processing, and preliminary monthly accounting cycle closing. This role serves as a resource within the organization, advising managers of current budgetary information and working with them to create a fiscal strategy that aligns with the goals of the organization. This position establishes financial status by developing and implementing systems for collecting, analyzing, verifying, and reporting financial information; and managing relevant staff.

This is a Full Time experienced position working under general supervision and guidance.

The candidate qualifications we are looking for include:

Duties and Responsibilities:

- Supervises, directs, and reviews the work of the accounting staff (including, but not limited to, cash reconciliations, check runs, accounts receivable transactions, payroll, accounts payable transactions, debt activity, invoice processing (200+ invoices monthly), budget reports, recording of revenue, forecasting etc.);
- Develop and maintain financial record keeping and reporting systems to improve efficiency of department;
- Produce monthly financial statements including balance sheet, profit/loss statements, and accumulative general ledger using Quickbooks or comparable software;
- Coordinates monthly, quarterly, and annual closing activities;
- Produces quarterly and annual financial statements and ad hoc financial reports;
- Makes and implements recommendations to improve accounting processes and procedures;
- Monitor and manages cash flow and investments;

- Work with managers to ensure project budgets are updated and reported regularly to ensure client satisfaction;
- Oversee filing of tax forms including 1099s, IRS pension report;
- Oversee, in conjunction with independent auditor, preparation of annual audit;
- Follows up with clients to address client billing/invoice issues;
- Coordinate and be an active team member within admin department to ensure day to day operations are ensured;
- Perform other duties as assigned by Executive Management;

Skills:

- 5-7 years prior experience in Accounting as Staff Accountant, Accounting Manager, Senior Accountant or related titles and responsibilities;
- Experience working in a professional services firm is preferred;
- Excellent oral and written communication;
- Ability to display leadership skills and traits;
- Must be able to thrive in a fast -pace setting;
- Strong verbal and written communication skills;
- Strong interpersonal, supervisory and customer service skills required;
- Ability to multi-task, work under pressure and meet deadlines required;
- Excel, Word, PowerPoint, Access.

Education Requirements:

- BA/BS degree in Business/Accounting or related degree from an accredited college;
- MBA or MPAC preferred but not required.

Salary: Commensurate With Experience and Negotiable
Benefits: Full benefits offered Medical/Dental/Vision/FSA etc...
EEO Category: Professionals