

**Title:** Accounting Manager

### **JOB SUMMARY:**

TCG Consulting is seeking a self-directed and experienced Accounting Manager to oversee the financial activities of our professional travel delivery services organization. The Accounting Manager will manage and supervise all aspects of accounting from payroll to tax compliance. Strong analytical and QuickBooks experience is a must.

### **KEY RESPONSIBILITIES:**

- Develop and maintain timely and accurate financial statements and reports that are appropriate for the users and in accordance with generally accepted accounting principles (GAAP)
- Develop, implement, and ensure compliance with internal financial and accounting policies and procedures
- Ensure that the contract invoicing under client agreements are met. Issue invoices as appropriate.
- Prepare all supporting information for the annual tax returns
- Document and maintain complete and accurate supporting information for all financial transactions. Develop and maintain financial accounting systems for cash management, accounts payable, accounts receivable, credit control, and petty cash.
- Reconcile bank accounts
- Review monthly results and prepare monthly variance reporting
- Manage the cash flow and prepare cash flow forecasts in accordance with policy
- Maintain the general ledger, accounts payable, accounts receivable and payroll
- Manage the acquisition of capital assets and ensure that assets are properly recorded, amortized, and disposed of as appropriate
- Establish guidelines for budget and forecast preparation and prepare the annual budget in consultation with the CFO
- Assist Program Directors and Project Managers with the preparation of budgets for funding applications
- Oversee the management of all leases, insurances, contracts and other financial commitments

### **BASIC QUALIFICATIONS & SKILL SETS:**

- Bachelor's degree in Accounting or Business Management/Accounting required or seven (7) to ten (10) years of related experience and/or training; or equivalent combination of education and experience
- Knowledge of generally accepted accounting principles
- Demonstrable experience in QuickBooks

- Advanced Microsoft Office skills: Word, PPT, Excel, Outlook, etc.
- Strong strategic and analytical skills
- Ability to speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques
- Capability to anticipate, understand, and respond to the needs of internal and external clients to meet or exceed their expectations within the organizational parameters
- Proficiency at assessing situations to determine the importance, urgency, risks, and make clear decisions which are timely and in the best interests of the organization. Determine strategies to move the organization forward, set goals, create and implement actions plans, and evaluate the process and results.
- Skilled at assessing problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem. Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information and activities.
- Preference given to those who have worked in the management consulting industry