**Accounting Manager**

**About the Position:**

* Leading Sub-Contractor/supplier of Commercial Window Treatments seeks full-time Accounting Manager
* Location – Midtown Manhattan close to Grand Central Station
* Full-time position
* Thorough knowledge of QuickBooks Desktop and workflows
* A well-qualified applicant to fill the position has significant experience with A/R and A/P functions and possesses a strong knowledge of general ledger accounting and cash flow projection and analysis.

**Responsibilities and Duties:**

The Accounting Manager is responsible for all aspects of Accounts Payable and Accounts Receivable, including billing and collections, quality assurance of A/P and A/R workflow, and leadership of the entire billing/collections function including regular interval reporting.

* Oversee and streamline billing and collections processes; resolve complex billing issues; plan and implement quality assurance for all processes.
* Weekly status updates and month-end closing of the billing group information.
* Special program/billing planning and implementation.
* AIA and Phased project progressive billing.
* Personnel development: staff meetings, staffing oversight, and relevant candidate interviews.
* Assist with the implementation of an updated billing system process.

**Additional Included Duties:**

* Assess purchase orders and vendor payments.
* Verify and assess all bills before processing.
* Support other departments and personnel in billing processes.
* Initiate and implement innovative logistics in billing functions.
* Detect errors in billing processes and make appropriate corrections.

**Qualifications and Skills:**

* Proven ability to perform strategic planning and priority setting for a billing department
* Proven track record for improving process efficiencies and solving problems
* Strong leadership skills with an ability to motivate direct reports
* Detail oriented with an Accounting background
* Proficiency in QuickBooks Desktop invoicing, bill pay, etc.
* Excellent written and verbal communication skills, with strong interpersonal skills
* Excellent analytical and problem-solving skills
* Ability to manage multiple projects concurrently
* 4-year college degree in accounting/finance/business management preferred

**Benefits:**

* Competitive Salary
* Salary commensurate with experience.
* Benefits (PTO, Health Insurance, 401K, etc.) package available
* Minimum 5 years’ experience in a management role

Please email resume, references and desired salary only. No phone calls please.