

# Creo

<https://www.creoindustrialarts.com/job/accounting-manager/>

## Accounting Manager

### Description

The primary role of the Accounting Manager is to oversee all financial and accounting activities. The Accounting Manager will be responsible for budget management, analysis, payroll, accounts payable, accounts receivable, financial reporting, taxes and the day-to-day activities of the Accounting Department

### Responsibilities

- Knowledge of generally accepted accounting principles, financial statements, financial analysis, and internal controls.
- Must have in-depth knowledge of project accounting, cost accounting, job costing and work in progress.
- Organize and file all state and local sales and use tax documents.
- Organize all federal and state income tax documents.
- Oversee Accounts Payable and Accounts Receivable (Including invoicing and compliance).
- Prepare payroll, expense reimbursements and control indirect expenditures.
- Audit financial information.
- Reconcile bank accounts
- Compile, interpret and present reports, budgets, business plans, commentaries, and financial statements.
- Provide advice and assistance and early warning of such problems as cost over-runs, excessive charges, past-due accounts, tax liabilities, compliance issues, and potential penalties.
- Participate in the development of and support the company's strategic plans.
- Develop and manage financial controls in accordance with the company's procedures.
- Manage accounting administrative staff.
- Work with Project Managers, customers, and vendors to ensure that jobs are transparent and adhere to estimates.
- Assist Human Resources Manager to promulgate and enforce personnel procedures and adhere to tax and regulatory requirements.

### Qualifications

- Bachelor's Degree in Accounting, Finance, or related discipline.
- Accounting designation (CPA, CMA, CGA or CA.)
- Minimum 10 years of accounting experience in a senior accounting or financial management role.
- Strong interpersonal and communication skills.
- Self-motivated and self-directed.

### Preferred Experience

- Strong knowledge of an ERP system such as Acumatica.
- Project Construction experience a plus.

### Hiring organization

CREO Industrial Arts

### Job Location

8329 216th Street SE, Woodinville, WA

### Date posted

February 4, 2020