



## Accounting Manager

Job Title: Accounting Manager

FLSA Status: Exempt

Department/Location: 11 - Administration

Reports To: Controller

Prepared By: Megan Pruno

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Approved By: Lisa Trepanier

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### **Summary**

The Accounting Manager's role is to ensure the streamlined operation of the Accounting department. This position will work closely with the Controller to develop and implement systems for collecting, analyzing, verifying and reporting financial information, along with management of the Accounting Team. The Accounting Manager also provides administrative direction and support for daily operational activities of the Accounting department.

### **Essential Duties and Responsibilities**

This list of duties and responsibilities is not all inclusive and may be expanded to include other duties and responsibilities as management may deem necessary from time to time.

- Responsible for monitoring general accounting practices, developing internal accounting controls, and advising management on matters of fiscal procedure and importance for the organization.
- Ensure accuracy and timely reporting of all financial information.
- Work with each direct report to establish goals and objectives for each year and monitor and advise on the progress to enhance the professional development of team.
- Manage daily accounting operations and ensure that there is a redundant process backup in place for every critical operation.
- Monitor and analyze department work to develop more efficient procedures and use of resources while maintaining a high level of accuracy/Assist in development and implementation of new procedures and features to enhance the workflow of the department.
- Evaluate and make improvements to accounting processes while ensuring that practices comply with Fox's accounting policies and applicable laws and regulations.
- Monitor emerging technology to determine ways to automate the accounting process without sacrificing accuracy and accountability.
- Support Controller with special projects and workflow process improvements.
- Maintain a favorable and collaborative working relationship with team members in all departments to foster an environment of trust and mutual respect.
- Enhance the organization's reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.
- Update knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks.
- Drive standards and best practices whenever possible and effectively foster a culture of engagement.
- Recommend new approaches, policies, and procedures to effect continual improvements in efficiency of operations and services performed.
- Other duties, projects and alternate assignments as determined by business need.



### **Knowledge, Skills, Abilities & Competencies**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **Knowledge, Skills and/or Abilities**

- Bachelor's Degree in Accounting or Finance required (or comparable experience in similar role)
- 5+ years' experience in Accounting Leadership Role
- Strong budgeting, financial forecasting and financial analysis skills required
- Advanced computer skills and proficiency in the Microsoft Office Suite (focus on Excel & Access), accounting databases and software

#### **Key Competencies**

- High attention to detail
- Financial Literacy
- Strong verbal and written communication skills
- Ability to multi-task, work under pressure to meet deadlines required
- Strong interpersonal, supervisory and customer service skills required

#### **Physical Demands**

The physical demands described here are representative of those that must be met by an associate to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. *Note:* The phrases "occasionally," "regularly," and "frequently" correspond to the following definitions: "Occasionally" means up to 1/3 of working time, "regularly" means between 1/3 and 2/3 of working time, and "frequently" means 2/3 and more working time.

While performing the duties and responsibilities of this position, the associate is regularly required to stand, walk, sit, climb, reach above shoulders, and move from place to place. The incumbent is frequently required to talk and listen and use hands to finger manipulate or handle. Specific vision requirements for this position include close vision and the ability to adjust focus.

The incumbent will occasionally be required to lift up to 25 pounds.

#### **Work Environment**

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

Regular attendance is necessary to successfully perform this job; extended hours may be necessary from time to time. The incumbent works in an office environment where the noise level is low to moderate. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Occasional business travel, overnight stay may be required for training events and to visit Fox World Travel locations.

Associate Acknowledgment \_\_\_\_\_ Date: \_\_\_\_\_



The above statements reflect the general details necessary to describe the principle functions of the occupation described and shall not be construed as a detailed description of all the work requirements that may be inherent in the occupation.