

RSR GROUP, INC.

JOB DESCRIPTION

POSITION TITLE: Accounting Manager

TITLE OF IMMEDIATE SUPERVISOR: Director of Corporate Accounting

DATE SUBMITTED: November 2020

POSITION SUMMARY:

This position is responsible for leading, motivating, training, and reviewing the work of the Accountants and Senior Accountants. The Accounting Manager oversees the bank, ACH, and credit card reconciliation process, and the preparation of the financial statements, financial and other reports and analyses, and external audits. The Accounting Manager also ensures that bank and vendor-related activity is properly reflected in the financial records, and Federal, state, and local tax returns and other filings are accurate and submitted in a timely manner.

REGULAR DUTIES AND RESPONSIBILITIES:

Manages the Accountants and Senior Accountants in ensuring that the financial records are properly and promptly updated and in delivering the highest levels of operational excellence and customer service for internal and external customers. This includes ensuring that emails received in the accounting@rsrgroup.com, ACHsetups@rsrgroup.com, and acctglogs@rsrgroup.com inboxes are adequately addressed in a timely manner.

Assists in preparing and reviewing the financial statements, supporting worksheets, work papers, and adjustments on a monthly basis, as well as various monthly, quarterly, and annual financial reports and analyses, and schedules, reports, and supporting documentation for the year-end or other audits.

Stays abreast of Federal and state tax and filing requirements and directs the Senior Accountant to complete, submit, and remit payment on a timely basis for Federal, state, and local filings, including but not limited to: sales and use tax, property tax, gross receipts (or similar) tax, business licenses, franchise tax payments, etc.

Reviews returned checks and ACH's, daily credit card and ACH credits/refunds, and EFT's and wires processed by the Accountant.

Evaluates research prepared by the Accountant for bank, credit card, or ACH issues and ensures that the information is professionally and concisely summarized to present to relevant departments.

Reviews employee expense reimbursements and VISA purchase card expenses prepared and coded by the Accountant.

Documents and evaluates accounting processes and procedures, and recommends improvements to management that increase accuracy, efficiency and/or customer satisfaction.

Evaluates, communicates, and documents employees' performance in a timely manner. Conducts annual performance evaluations of direct reports. Submits reviews to Director of Corporate Accounting and Human Resources for approval.

Works with Human Resources to recruit, interview, and hire new employees. Develops training programs for new employees.

Serves as a backup for the Senior Accountants (and Accountants, if needed) and assists with accounts receivable, accounts payable and records functions when needed.

Directs various special projects, programs, and accounting research, as needed.

EMPLOYEES SUPERVISED:

4 to 6.

QUALIFICATIONS:

An undergraduate or graduate degree in accounting, at least five years of experience in accounting (one of which was in a supervisory capacity), in-depth knowledge of Generally Accepted Accounting Principles and AICPA professional standards, and strong attention to detail, communication, and analytical skills are required. A CPA, mix of private and public accounting experience, and/or familiarity with Microsoft Access are preferred. This person must be proficient in the use of Microsoft Excel, word processing, and an adding machine.

Physical demands:

While performing the duties of the Accounting Manager, the employee is regularly required to talk and hear. The employee is frequently required to walk, sit, use hands to handle or feel and reach with hands and arms. Specific vision ability required include, close vision, distance vision, peripheral vision and ability to adjust focus. The physical demands of this job are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

DUTIES AND RESPONSIBILITIES MAY BE ADDED, DELETED OR CHANGED AT ANY TIME AT THE DISCRETION OF MANAGEMENT, FORMALLY OR INFORMALLY, EITHER VERBALLY OR IN WRITING.