

# Accounting Management: Associate Manager, Accounting

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Applies principles of accounting to analyze financial information and prepare financial reports. Maintains or oversees the control of accounts and records in such areas as disbursements, expenses, tax payments, and income. Compiles and analyzes financial information to record transactions, prepare reports, and review and verify accuracy. Prepares balance sheet and profit and loss statements, consolidated financial statements, and other accounting schedules and reports. May design, modify, install, and/or maintain accounting systems to ensure an adequate recognition of financial transactions. Responsible for the adherence to and communication of accounting and auditing policies and procedures.

## **Management Role**

Accomplishes results through lower level subordinate supervisors or through experienced exempt employees who exercise significant latitude and independence in their assignments.

## **Policy and Strategy**

Administers and executes policies, processes, and procedures that affect subordinate employees and the workflow of the work area.

## **Freedom to Act**

Assignments are task or activity oriented. Work is reviewed for soundness of judgment and overall quality and efficiency.

## **Impact**

Decisions impact work area operations. Erroneous decisions or recommendations or failure to achieve results might cause delays in schedules and require the allocation of more people and financial resources.

## **Liaison**

Interacts internally primarily with subordinates and other supervisors. External interaction is typically with suppliers, vendors and/or customers. Primary purpose of liaison is information sharing and basic problem resolution.

## **Minimum Education and Experience**

Bachelor's Degree in Finance, Business or related field and 7+ years of diverse professional experience in all areas of Finance which may include 3+ years supervisory responsibilities.