



Cow Creek Government Office

Position Description

Position Title: GL Accounting Manager

Department: Finance

Reports To: CFO

FLSA Designation: Exempt

POSITION SUMMARY:

Assists the CFO in overseeing the accounting activities of the Cow Creek Government Office for the accurate and timely dissemination of financial reports including but not limited to, internal and external monthly financial statements, monthly board reports, annual audits and annual budgets. Ensures program directors and managers have adequate resources in order to operate effectively and efficiently.

ESSENTIAL FUNCTIONS:

- Maintain the general ledger in compliance with Governmental GAAP.
- Ensure accounting and audit records and practices adhere to the accounting policies and internal controls adopted by the Cow Creek Government Office.
- Ensure the accuracy and timing of reports, as well as the adequacy of information included.
- Work closely with external auditors, responding to review and audit queries.
- Research accounting literature and apply technical standards and analysis to complex or non-recurring business issues and transactions. Prepare written memos documenting such issues/transactions for review by management and auditors.
- Responsible for proper completion of assigned journal entries required for financial reporting. Responsible for preparation, completion, and retention of all appropriate general ledger account analysis for revenue, expenditure, and balance sheet g/l accounts, including account reconciliations, as assigned.
- Assist the CFO in the management of the monthly close process and related analysis. Assist the Budget Manager in the preparation of annual operating and capital budget.
- Develop and implement best practices in all areas of Finance and Accounting.

QUALIFICATION:

- Bachelor's degree in Accounting or Finance.
- Public Accounting experience is strongly preferred.
- 4 years' experience including public and private accounting and management in similar sized organization.
- Thorough understanding of governmental accounting.
- Strong general ledger, accounts payable, accounts receivable experience.
- Strong problem solving and creative skills and the ability to exercise sound judgment and make decisions based on accurate and timely analysis.
- Experience in using high level leadership and management techniques.
- Proven understanding and use of GAAP (generally accepted accounting practices) in all accounting operations including accounts receivable, accounts payable, and payroll.
- Strong interpersonal skills, ability to communicate and manage well at all levels of the organization.
- Excellent organizational, verbal, interpersonal, customer relations and mathematical skills.
- Advanced computer skills in Microsoft Word, Excel and Outlook.
- 21 years of age or older.
- Current Oregon Driver's License with the ability to qualify for the Cow Creek Government Office's Drivers Program.
- Maintain a neat, clean and well-groomed appearance (specific standards available).

