



## Senior Accounting Manager Job Description

### **Job Summary:**

Reporting directly to the Chief Executive Officer, the Senior Accounting Manager is a “hands on” position with direct responsibility for Wisewire’s daily accounting operations and month-end closing responsibilities. This position will work with the internal finance team and external team (audits, tax accountants, etc) and will be responsible for execution and review of core accounting functions. The Senior Accounting Manager will work collaboratively with Wisewire’s leadership team and accounting department to plan and direct the accounting activities of the department.

### **Duties/Responsibilities:**

- Responsible the completion of daily accounting operations and month-end closing responsibilities
- Establishes internal controls and guidelines for accounting transactions and budget preparation.
- Oversees preparation of business activity reports, financial forecasts, and annual budgets.
- Responsible for tax planning throughout the fiscal year; files annual corporate tax returns.
- Audits accounts to ensure compliance with state and federal regulations; coordinates with outside auditors and provides needed information for the annual external audit.
- Presents recommendations to Wisewire’s leadership team on short- and long-term financial objectives and policies.
- Provides financial analysis with an emphasis on sales reporting. Collaborates with Operations department to ensure financial analysis reporting needs are met
- Ensures compliance with local, state, and federal government requirements.
- Performs other related duties as necessary or assigned.

### **Required Skills/Abilities:**

- Excellent written and verbal communication skills.
- Excellent organizational and time management skills.
- Ability to roll up sleeves and collaborate cross functionally
- Ability to think analytically and independently
- Proficient in accounting and tax preparation software.
- Advanced Excel skills required

### **Education and Experience:**

- Bachelor's degree in Accounting or Business Administration required.
- Masters degree in Accounting or related field is highly preferred
- Eight years or more of related experience required.
- Certified Public Accountant designation preferred but not required
- Experience in small, fast paced environment is highly preferred