

CANDIDATE SPECIFICATION

MANAGER OF ACCOUNTING & REPORTING



Summary:

A technology based chemical company located in Fleming Island, Florida, seeks a Manager of Accounting and Reporting. The company provides build-own-operate facilities for the conversion of hazardous waste to useful products in the Chemical Industry. The company is an LLC, operating as a joint venture between two companies providing the technology and financial resources, respectively.

Position Description:

The Manager of Accounting and Reporting will be responsible for all aspects of accounting including general ledger, accounts payable, accounts receivable, and financial consolidation and reporting. He or she will work with the CFO to prepare monthly financial statements and various detailed financial analyses within all aspects of the company.

More specifically, the Manager of Accounting & Reporting will be responsible for:

- The documentation, implementation and maintenance of companywide financial and accounting policies, procedures and internal controls.
- The daily maintenance of the General Ledger on Peachtree, including all G/L account reconciliations needed.
- Performing daily companywide transaction processing, including the management of Accounts Payable and Accounts Receivable, the preparation of customer invoices and management of vendor invoices and payments.
- All daily cash management activities and reporting.
- The preparation of bi-weekly payroll and performance of all related accounting and reporting.
- The implementation and maintenance of a system for employee business expense reporting/reimbursement and corporate and subsidiary purchase orders.
- The monthly book closing process and preparation of management reports including consolidated financial statements with comparison to budget and prior year.
- Participating in the development of the annual consolidated budget.
- Providing information and support to the outside auditors during the annual audit process.

Experience:

The ideal candidate will have an undergraduate degree in accounting and have 7-10 years of experience in Accounting and Reporting as an Accounting Manager or senior level accountant in a company with revenues of \$5-50 million. He or she should have a proven track record of personal growth and expanding responsibilities over a broad range of accounting activities. Specific experience in Peachtree is a strong plus as is experience with evaluating and

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selecting accounting systems and data migration. The ideal candidate will also have accounting experience in a multi-company reporting environment. CPA and/or CMA is preferred but not required. Hands on experience in accounting and reporting will be essential.

Qualifications and Attributes:

In addition to all requisite financial skills, the ideal candidate must be a “hands-on” manager with the highest standards of ethics, commitment, and responsibility. The ideal candidate will have excellent communication capabilities and exceptional analytical and problem solving skills. He or she must have the ability to identify and understand functional limitations of accounting systems and be able to develop requirements and systems to overcome obstacles. In addition, the ideal candidate must be exceptionally proficient in Microsoft Excel and be able to develop advanced functions and consolidations.

Personal attributes must include unquestioned integrity, the highest self-expectations for performance, a superior work ethic, the ability to be high functioning under stress, endurance, and a persistent, positive “can-do” attitude.

Reporting Relationship and Location:

The Manager of Accounting and Reporting will report to the Chief Financial Officer. The position will be located at the headquarters of the company in the greater Jacksonville, Florida area.

Compensation:

Salary will be commensurate with experience and competitive with comparable positions in the industry. Total compensation will include performance based incentive compensation and appropriate benefits.

Contact:

Interested, qualified candidates should submit a comprehensive resume to:

Adaptive HR Solutions
341 Bell Branch Lane
St. Johns, FL 32259
resumes@adaptivehrs.com
904-328-3762 fax
Reference: MAR-AHRS