



## JOB DESCRIPTION

### Title: Accounting Manager

Date Last Modified: Nov 2021

<b>Department:</b>	G&A	<b>Classification:</b>	Exempt
<b>Supervisor:</b>	Controller	<b>Grade:</b>	
<b>Status:</b>	Regular Full-Time	<b>EEO Group:</b>	

#### Position Objective:

The Accounting Manager is responsible the monthly close and ensuring that all major projects, month-end, and year-end reports are completed accurately and on time.

#### Essential Functions and Responsibilities:

- Oversee the general accounting functions, including, but not limited to: accounts payable, accounts receivable, general ledger, and taxes
- Help with quarterly and year-end financial audit
- Assess current practices and procedures, and make recommendations for improvements
- Prepare, review, and analyze financial statements to ensure accuracy and completeness
- Perform ad hoc analysis and projects as requested
- Work with external auditors to ensure correct and timely closing and reporting at year-end
- Preparing and/or reviewing appropriate ledger entries and reconciliations
- Maintaining the general ledger system
- Ensuring that all accounting processes align with GAAP and current financial legislation.
- Analyzing financial data and creating reports for management, stakeholders, and external parties, such as vendors or lenders.
- Prepare various tax and state fillings as needed
- Fully embraces Great Game of Business (“GGOB”), Scaling Up and all strategies and activities related to financial transparency and information sharing, including timely updates to revenue (if applicable), expenses, and cash goals

#### Essential Qualifications - Education, Experience, Skills:

- BS degree in Business or Finance, CPA preferred
- Minimum of 5 years of experience required
- Experience with NetSuite ERP or similar ERP system
- Experience with Oracle based reporting (NSPB, Hyperion, SmartView) – Power BI a plus
- Ability to handle sensitive and confidential situations in a professional manner
- Strong internal / external customer service skills
- Good verbal and written communication skills
- Ability to work well with people at all levels

### **Specific performance and personal competencies include:**

- **Driving Results** – Sets positive, compelling goals and aggressive schedules for improvement. Translates the vision/mission of the organization into actionable, quantitative plans. Conveys a sense of urgency and drives issues to closure.
- **Managing Performance** – Translates over-arching business goals into specific objectives for each member of the team. Holds people accountable for agreed-to results. Identifies and keeps others focused on the most important metrics that drive the business.
- **Building Commitment** – Motivates others to pursue common objectives with excitement about the future. Radiates enthusiasm for goals and infects others with a shared optimism and excitement. Conveys a genuine belief to succeed despite the toughest obstacles.
- **Building Relationships and Using Influence** – Builds and sustains excellent relationships at all levels both internally and externally. Uses relationship networks to strategically accomplish objectives. Communicates excitement about the business and motivates others to pursue common objectives.
- **Communication** – Communicates passion, energy, intensity, and excitement. Is highly articulate and makes arguments in a compelling matter and comes to the point.
- **Energy/Endurance** – Has a high capacity for work and shows passion, energy, endurance, and intensity. Maintains focus through days of long hours and multiple priorities.

### **Core Values:**

- OUR Team – ONE Company
- We Honor our Commitments
- We have the RIGHT Conversations
- Our Customer's Success is Our Success

### **Physical Demands:**

- Computer keying repetitive motions
- Possible eye strain
- Minimal travel required

*At BioWorks we value our culture of inclusiveness. We are a team that encourages and supports the diverse talents and contributions of each team member knowing that this fuels our innovation in the products and services that we provide to our customers and community.*