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2060 Mt. Paran Rd, NW, Suite 101
Atlanta, GA 30327

Ph:404.352.9936
or 800.467.5172
Fx:404.352.9937

Website: www.sdainc.net Email: cash@sdainc.net

ACCOUNTING MANAGER

Position Description

Position Description:

The Accounting Manager directs and organizes all general accounting activities and functions across multiple legal entities. The manager coordinates all financial functions and transactions to insure completeness, accuracy, and timeliness. This position maintains overall control of the general ledger to insure consistent use, reduce risk, and maintain accurate records.

Responsibilities:

- Maintain the general ledger and all related accounts with proper documentation and records of all company transactions. All entries to the general ledger must be routinely reviewed to assure accuracy and compliance with the company's and established accounting principles. The Accounting Manager also controls all changes to chart of accounts. Position includes responsibility for monthly and year-end closing of the general ledger including preparation of closing or adjusting journal entries.
- Manage and process all accounts receivables including maintaining and executing banking ACH templates to insure timely and accurate payment from all customers. This requires close coordination with customer account records and banking systems.
- Manage all customer funding activities insuring complete and accurate records including funding customers through the companies banking ACH and wire accounts.
- Responsible for review and preparation of payroll records and processing of payroll payments and reports through outside payroll service. Record all payroll and related activities in the general ledger.
- Oversee the preparation of monthly bank reconciliation for all accounts. Verify accuracy of bank statements and resolve questions or problems. Maintain integrity of cash balances and cash flow requirements between accounts.
- Oversee accounts payable and approve all outgoing payments for both accuracy and appropriate general ledger coding.
- Maintain all sales' staff commission schedules and calculate and process commission payments as required.
- Assist with all audit activities throughout the year by preparing schedules, supporting audit requests, and assembling financial reports as required.
- Manage all financial requests or research requirements as is necessary to maintain accurate and thorough accounting records.
- Maintain other accounts and perform other accounting duties as required or requested by the President.

Qualifications:

- College degree in accounting is preferred. Experience with QuickBooks and banking applications is required. Strong computer experience with Microsoft applications Word and Excel are required. Good written and oral communications and the ability to work in a team is essential.

Contact kevinlink@sdainc.net for more information.