

## Job Description



# Accounting Manager

## JOB POSTING – Mazzella Lifting Technologies Cleveland, OH

### Position Summary

The Accounting Manager is responsible for managing the accounting department. This role also serves as a consultant for managers within the organization, advising them of current budgetary information and working with managers to create a fiscal strategy that aligns with the goals of the organization.

### Job Duties

1. Responsible for supervising the accounting procedures of the company
2. Audit the work of the accounting department
3. Engage in critical and confidential aspects of accounting
4. Responsible for the development of policies, systems, special financial studies, etc. of major importance
5. Advise management on matters of fiscal procedure and importance for the organization
6. Ensure compliance with the financial procedures of the organization
7. Manage and oversee the daily operations of the accounting department including:
  - a. month and end-year process
  - b. accounts payable/receivable
  - c. cash receipts
  - d. general ledger
  - e. payroll and utilities
  - f. treasury, budgeting
  - g. cash forecasting
  - h. revenue and expenditure variance analysis
  - i. capital assets reconciliations
  - j. trust account statement reconciliations,
  - k. check runs
  - l. fixed asset activity
  - m. debt activity
8. Monitor and analyze accounting data and produce financial reports or statements
9. Establish and enforce proper accounting methods, policies and principles
10. Coordinate and complete annual audits
11. Provide recommendations
12. Improve systems and procedures and initiate corrective actions
13. Assign projects and direct staff to ensure compliance and accuracy
14. Meet financial accounting objectives
15. Establish and maintain fiscal files and records to document transactions
16. Works with confidential data, which, if disclosed, might have significant internal effect or minor external effect
17. Other duties as assigned

### Education

A high school diploma or GED is required; an undergraduate degree in Accounting or Business Administration from an accredited college or university required; Master's degree in Accounting or Finance preferred; CPA designation preferred

## Experience & Skills

- 3-4 years of relevant accounting experience
- Ability to manipulate large amounts of data
- Proven knowledge of bookkeeping and accounting principles, practices, standards, laws and regulations
- High attention to detail and accuracy
- Ability to direct and supervise
- The accounting manager manages all employees of the accounting department and is responsible for the performance management and hiring of the employees within that department
- Requires solid written and verbal communication skills
- Strong analytical, conceptual and planning skills are required
- Excellent math skills and overall PC literacy (Microsoft Office) are required
- Must be detail oriented, self-motivated and disciplined with the ability to multi-task
- Must successfully complete a criminal background check, physical, drug screen and E-verify

## Travel

Travel for this position is rare; less than 5%

If interested in applying for this position, please submit your resume and letter of intent (why you feel you would be a good candidate for this position) to [careers@mazzellacompanies.com](mailto:careers@mazzellacompanies.com) or fax resume and cover letter to 440.239.5703.

Or, mail resume and cover letter to:

Human Resources  
Mazzella Companies  
21000 Aerospace Parkway  
Cleveland, OH 44142

Mazzella Companies participates in the federal government's E-Verify program. With all new hires, we provide the Social Security Administration and when applicable, the U.S. Department of Homeland Security with information from each new employee's Form I-9 to confirm work authorization.

This job description is not meant to be an all-inclusive list of duties, functions and/or responsibilities of this position. Other related functions and responsibilities may be assigned by the immediate supervisor as required to complete assignments or initiatives. Mazzella Companies reserves the right to change, add, delete or modify job functions as necessary based on business necessity. The Company or employee, independently, has the right to terminate employment at any time for any reason; employment is at will. This job description does not promise or guarantee continued employment with Mazzella Companies.