



JOB

POSITION:	Accounting/Full Charge Bookkeeper (Part-Time/Full-Time)	SUPERVISOR:	Operations Manager
FLSA STATUS:	Salary, Exempt		

The purpose of this job description is to provide a guide by which you and the management of Upscale Remodeling Corporation may measure your progress and ability to meet our commitments. That includes conducting yourself consistent with our core values, which are integrity, honesty, fairness, and professionalism; and supporting our mission, which is to design and build projects of the highest quality, provide our customers with an enjoyable, stress-free, attention-to-every-detail remodeling experience, and do so with a sense of friendliness, fairness, and pride.

The following should be considered an outline of your responsibilities and duties as an employee of Upscale Remodeling Corporation and not a detailed description of how all tasks should be completed.

POSITION SUMMARY

The Finance Manager's responsibilities will include overseeing end-to-end finance operations, financial planning and analysis, balance sheet reconciliations, looking to make improvements to procedures and controls, as well as ad-hoc projects and requests as and when they come up.

ESSENTIAL FUNCTIONS

- Preparation of annual budget and monitors/analyzes the company's results against it.
- Management of all accounts payable and accounts receivable processed, including client billing, billing reimbursements from clients, collection of accounts receivable and ensuring accurate and timely production of financial information.
- Prepares weekly in-house payroll and all payroll filings and tax deposits.
- Reconciliation of all financial statements.
- Prepares weekly and monthly financial reports for review with senior management.
- Preparation of work papers supporting the annual tax return; coordinates preparation of annual tax return with outside CPA firm.
- Oversees audit/review process and interface with outside CPA firm.
- Prepares monthly financial statements (income, balance sheet, and cash flow statements) including review and recordation of journal entries required to reflect monthly activity; preparation of work papers supporting the monthly close process and month end balances; review of monthly accounting close process to ensure accurate accounting records.
- Oversees cash management through preparation of the year-to-date-cash flow and performs cash projections to effectively manage cash balances and maximize the return on any excess cash balances.
- Oversees administration of Simple IRA accounts, and company contributions.
- Reviews Company processes to identify opportunities to increase profitability.
- Maintenance of fixed asset records, and annual reconciliation of inventory of fixed assets.
- Assist in the implementation of corporate policies and procedures such as invoice processing, accounting software and cash management.
- Responsible for ensuring compliance with all applicable laws, rules, and regulations.
- Preparation of quarterly sales tax returns.
- Provides proper analytical review of the asset operations from a balance sheet, income statement and cash flow perspective as well as an overall business perspective.
- Work effectively with external customers, suppliers, and other industry contacts.
- Keep up to date on industry trends and developments.
- Adhere to company policies and procedures.
- Foster positive communications and relationships with team.
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- Keep up to date on industry trends and developments.
- Adhere to company policies and procedures.
- Other duties as assigned.

POSITION REQUIREMENTS

- 5+ years experience in the accounting and finance sector.
- 3+ years in a position equivalent to accounting manager or higher responsibilities.
- Bachelors and/or Masters Degree in Business Administration with an emphasis in Accounting.
- C.P.A. or C.M.A. preferred.
- Able to read and interpret agreements and implement relevant legal provisions.
- Ability to analyze, organize, summarize and articulate complex legal and financial information.
- Highly proficient in QuickBooks.
- Familiarity with Co-Construct or Builder Trend a bonus.
- Proven track record working with prioritization of multiple and possibly competing demands and work.
- Exceptional computer and operating system skills; high level understanding of QuickBooks, Outlook, MS Suite and various company accounting systems.
- High degree of confidentiality; ensures and understands need to maintain employee payroll records and company financials in a confidential manner.

Employees of Upscale Remodeling Corporation are expected to maintain a professional image and attitude consistent with Company vision, mission, core values and objectives. Employment with Upscale Remodeling Corporation will be in accordance with our “At-Will” policy. This means that just as you may leave your position with the Company at any time, the Company may terminate your employment at any time.

This job description should not be considered all-inclusive. The employee understands that the job description is neither complete nor permanent and that it may be modified at any time. This job description does not create a contract of employment it is simply an outline of expected duties for the position.

I acknowledge receipt of this job description.

Applicant/Employee Signature

Date

Applicant/Employee Name (Printed)