



POSITION DESCRIPTION

Position Title:	Accounting Manager
Position Location:	Initially Hybrid: Remote with ~2 days per week in CMP Offices located at CMP South, 1470 Sentinel Drive, Anniston, AL.
FLSA:	Exempt
Reports To:	Chief Financial Officer (CFO)

Position Summary:

The Accounting Manager is a key member of the finance team responsible for maintaining accurate financial records and ensuring compliance with accounting standards and regulations. This role involves overseeing daily accounting activities, assisting with payroll processing, conducting monthly reconciliations, and preparing various financial reports. The Accounting Manager will manage several direct reports within the finance function to include Accounts Payable, Accounts Receivable, Purchasing, and Finance Clerks. The Accounting Manager must demonstrate strong analytical skills, attention to detail, and the ability to effectively communicate with internal and external stakeholders. This position is expected to be self-driven as it will work autonomously within the CMP organization, yet will be supported by the CFO and others.

Position Responsibilities:

The responsibilities of the position include:

- Daily:
 - Review and reconcile daily banking activity.
 - Provide support and assistance to employees regarding accounts receivable, accounts payable, and general accounting queries.
 - Assist with payroll-related inquiries and processing.
 - Record journal entries as required for accurate financial reporting.
 - Offer backup support for accounts payable, purchasing, and accounts receivable functions.
 - Manage and administer corporate credit cards and business accounts.
- Periodic (Bi-weekly, Monthly, Quarterly, Annually):
 - Work with HR to process payroll on a bi-weekly basis and prepare necessary reports.
 - Handle retirement plan contributions and related reporting.
 - Prepare and file various tax returns, including sales tax and use tax filings.

- Conduct monthly financial close procedures, including reconciliations and journal entries.
 - Review and analyze general ledger accounts for accuracy and make necessary adjustments.
 - Process vendor invoices and manage accounts payable.
 - Assist with quarterly payroll reporting and compliance requirements.
 - Prepare and file annual reports for worker's compensation and assist with audit preparation.
- Overall,
 - Ensuring accurate financial records, compliance with regulatory requirements, and providing support to various stakeholders within the organization.
 - Managing a team of several professionals engaged in the work of the Accounting Department. That management effort includes administrative oversight, performance appraisal and coaching, and establishing and monitoring goals.

Education Requirements:

Bachelor's degree in Accounting or Finance required. CPA or equivalent certification preferred.

Position Qualifications:

- Minimum of 5 years of experience in accounting or finance, with a minimum of 2 years Public Accounting experience strongly preferred.
- Proficiency in modern cloud-based Accounting software solutions.
- Proficiency in the Microsoft Office suite of products, with strong proficiency in Microsoft Excel.
- Experience in manufacturing or cost accounting.
- Strong analytical and problem-solving skills.
- Excellent communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Knowledge of accounting principles and regulations.
- Attention to detail and accuracy in financial reporting.

This position description outlines the essential functions and qualifications required for the Accounting Manager role. It is intended to provide a comprehensive overview of the position and is not exhaustive. Additional responsibilities may be assigned to support the finance department and organizational objectives.