

Accounting Manager

Supervisor: V.P. for Finance

Status: Exempt

Pay Grade: Management

Date: 11/04

MAIN FUNCTION:

Direct and supervise all business office accounting functions. Ensure that generally accepted accounting principles are followed.

ESSENTIAL FUNCTIONS

1. Supervise, direct and monitor all business office activities, including: workflow from purchasing to accounts payable; project accounting; general accounting; inventory; fixed assets, investments; intellectual property accounting; internal and external reporting; audit.
2. Hire, train and evaluate accounting staff.
3. Establish and maintain systems and controls which verify the integrity of all systems, processes and data. Develop and implement policies to support these systems. Research, analyze and develop “best practice” organizational and work process designs.
4. Conduct the more critical and confidential aspects of accounting.
5. Ensure BTI tax, audit and grants and contracts compliance. Advise management and project leaders on accounting regulations and compliance issues.
6. Ensure preparation of accurate and timely financial reports to support business needs.
7. Participate in special projects and prepare a variety of financial reports.
8. Assist VP for Finance in developing operating budget, forecasting and short and long term planning.

JOB REQUIREMENTS

1. Bachelor’s degree in accounting or business, plus 3-5 years experience in accounting environment, or equivalent combination of education and experience.
2. Thorough knowledge of accounting principles and regulations.
3. Ability to coordinate activities; review and analyze information independently.
4. Strong interpersonal, organizational, planning and communication skills
5. Ability to use computer to prepare and retrieve reports and data.

COMPLEXITY OF JOB AND WORKING CONDITIONS

1. Works under very general supervision. Provides direct supervision to others.
2. Decision making directly affects BTI project leaders and staff, as well as external parties (board, auditors, federal government).
3. Coordinates difficult accounting work and complex projects and problems.
4. Duties require broad conceptual judgement, initiative and ability to deal with complex accounting issues.
5. Works with confidential data.