

SUBURBAN

ENTERPRISES, INC.

Job Title: Accounting Manager
Reports To: Chief Financial Officer
FLSA Status: Exempt
Prepared: 03/09/2023
Approved by: Human Resources

VISION: A Better Future. We seek to create a culture where people take ownership for creating a better future.

PURPOSE: Our company's purpose is to help our people achieve their highest potential.

CORE VALUES:

- Act with Respect
- Always Be Growing
- Build Trusting Relationships
- Be a Leader
- Act with Integrity
- Be Selfless
- Create a Positive Impact
- Strive for Excellence

EMPLOYEE VALUE PROPOSITION (EVP):

- **Our Culture.** Safety, core values, teamwork, feedback, and continuous improvement. This is our culture. This is how we work together. This is how we do business.
- **Your Career.** You have a career here at Suburban. Not just a job. We want you to reach your highest potential. You decide what that is.
- **Our Commitment.** To your financial health and well-being. This starts with the Great Game of Business, the Employee Stock Ownership Plan (ESOP), bonus plan, increased income potential, and benefits.

SUMMARY

The accounting manager will be responsible for supervising and managing the accounting department and all areas of financial reporting. We are looking for someone to develop and maintain accounting principles, best practices, and systems for collecting, analyzing and reporting information. Must have a strong understanding of Generally Accepted Accounting Principles (GAAP). The accounting manager will advise on budgets, financial strategy, financial reporting, and forecasting. He or she will also be responsible for managing the accounting team, helping audit and ledger preparation, and supporting managers across teams with financial procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES

OPERATIONAL EXCELLENCE:

- Oversees the accuracy and timeliness of processing for accounts payable, accounts receivable, collections, payroll, general ledger, and fixed asset transactions along with associated documents and reports.
- Maintains general ledger and carries out job cost research, as needed.
- Integral member of the accounting, finance, IT, and field service leadership teams to drive cross collaboration and improve processes.
- Establishes financial status by developing and implementing systems for collecting, analyzing, verifying, and reporting financial information, and managing accounting staff.
- Accomplishes accounting human resource objectives by recruiting, selecting, orienting, training, assigning, scheduling, coaching, counseling, and disciplining employees; communicating job

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expectations; planning, monitoring, appraising, and reviewing job contributions; planning and reviewing compensation actions; and enforcing policies and procedures.

- Achieves accounting operational objectives by contributing accounting information and recommendations to strategic plans and reviews; preparing and completing action plans; implementing production, productivity, quality, and customer-service standards; resolving problems; completing audits; identifying trends; determining system improvements; and implementing change.
- Meets accounting financial objectives by forecasting requirements, preparing an annual budget, scheduling expenditures, analyzing variances, and initiating corrective actions.
- Confirms financial status by monitoring revenue and expenses; coordinating the collection, consolidation, and evaluation of financial data; and preparing special reports.
- Maintains accounting controls by establishing a chart of accounts and defining accounting policies and procedures.
- Guides other departments by researching and interpreting accounting policy and applying observations and recommendations to operational issues.
- Maintains financial security by establishing internal controls.
- Avoids legal challenges by understanding current and proposed legislation, enforcing accounting regulations, and recommending new procedures.
- Protects organization's value by keeping information confidential.
- Updates job knowledge by participating in educational opportunities, reading professional publications, maintaining personal networks, and participating in professional organizations.
- Accomplishes accounting and organization mission by completing related results as needed.

PROFIT/LOSS:

- Responsible for accurate filing of all payroll related taxes.
- Prepares and files all related tax returns.
- Reconciles general ledger accounts monthly.
- Prepares month-end journal entries.
- Prepares monthly financial statements and related reports.
- Work closely with and collaborate with FP&A function.
- Assist in annual budget process.
- Prepare financial statements and analysis for the whole of the company.
- Manage and supervise accounting department employees, responsible for day-to-day supervision and leadership.
- Maintain and oversee all accounting procedures and processes.
- Follow and comply with Generally Accepted Accounting Principles (GAAP) for financial statements.
- Record and research all financial information for analysis
- Oversee budget reports, preparation of budgets, and analysis of budgets.
- Document and interpret complicated financial information for managers, executives, and C-Suite executives.
- Advise on the procedures and financial management as well as developing policies.
- Oversee financial reports for stockholders, taxes, regulatory agencies, and other financial groups relating to company finance.
- Audit accounting and finance departments
- Forecast and plans according to fiscal needs.

TRAINING AND DEVELOPMENT:

- Self-aware, recognizes his/her strengths and development needs.
- Strong coach/mentor that shares talent for the development of others.
- Communication skills, both within the department and cross departments.

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- Hires, develops, and retains great team members.
- Supports team member career paths with training and experiences allowing them to reach their highest potential.
- Assesses performance objectively and candidly; makes the tough calls when necessary.
- Knows potential when they see it.
- Self-motivated lifelong learner; likes to experience new things; asks a lot of questions, always learning to achieve their highest potential.

SAFETY REQUIREMENTS:

- Demonstrates a commitment to zero accidents and every accident is preventable through training, risk prevention, and continuous improvement.
- Ensures the safety of team members by taking direct preventive measures, conducting effective safety meetings, and ensuring all related standards, rules, and laws are understood and followed.
- Possesses a good understanding of applicable OSHA regulations for construction projects.
- Coaches others on the importance of safety and ensures compliance with all job safety standards established by Suburban Electric and all regulatory agencies.
- Aware of surroundings (trip hazards, office machinery, etc.).
- Support of field safety initiatives.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledgeable in all facets of sales and use tax.
- Ability to develop direct reports.
- Understanding of financial controls.
- Technical expertise.
- Strong knowledge of finance policies, practices, and systems.
- Detail oriented, organized, and efficient.
- Ability to multi-task, establish priorities.
- Strong software skills, especially Microsoft Word and Excel.
- Excellent writing, editing, and communication skills.
- Tactful in their dealings with people using good customer service and interpersonal skills, communicating effectively with clients and managers.
- Ability to establish and maintain professional working relationships.

REQUIRED EDUCATION AND EXPERIENCE:

- Bachelor's degree in Accounting, Finance, or another related field.
- Minimum of five years accounting, finance, finance analytics or similar experience.
- Previous management experience.
- Experience in working with multiple legal entities under different legal umbrellas.
- Experience with financial reporting requirements.

PREFERRED EDUCATION AND EXPERIENCE:

- CPA preferred.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is exposed to a regular office environment.

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- The noise level in the work environment is usually moderate.
- The employee may be exposed to a construction site environment with medium noise level and uneven terrain. At times, the employee is required to wear safety shoes, glasses, hard hat, and other safety equipment when appropriate.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to stand, use hands to finger, handle, or feel; reach with hands and arms; and talk or hear.
- The employee could occasionally be required to lift and/or move at least 25 pounds. – if lifting 50 pounds you must seek assistance.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

OTHER DUTIES:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

SIGNATURE:

This job description has been approved by all levels of management. Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee Name (Printed) _____

Signature: _____ **Date:** _____