



FINANCIAL REPORTING MANAGER

JOB SUMMARY

We are seeking an experienced Financial Reporting Manager to join our team. The ideal candidate will play a crucial role in ensuring the accuracy and integrity of financial statements for our diverse clientele, including small businesses, non-profits, and churches. This position requires a keen understanding of small business and non-profit accounting standards and expertise in audit preparation.

DUTIES AND RESPONSIBILITIES

1. Financial Statement Review:

- Oversee and review financial statements for small business, non-profit, and church clients, ensuring accuracy and compliance with applicable accounting standards.
- Conduct thorough analysis to identify discrepancies and provide recommendations for improvement.

2. Audit Preparation:

- Lead the preparation of audit schedules and documentation for all small business clients.
- Collaborate with external auditors during the audit process, addressing queries and providing necessary documentation.

3. Compliance Assurance:

- Stay updated on small business and non-profit accounting standards and other regulatory requirements.
- Ensure that financial statements and reporting processes align with the latest accounting standards.

4. Staff Interaction:

- Act as main point of contact for staff regarding financial reporting matters.
- Provide guidance and support to staff on best practices for financial statement presentation and reporting.

5. Process Improvement:

- Continuously assess and enhance financial reporting processes for efficiency and accuracy.
- Implement improvements to streamline audit preparation procedures.

6. Training and Development:

- Provide training and guidance to accounting teams on financial reporting standards and audit preparation.
- Foster a culture of continuous learning and professional development within the department.

7. Cross-Functional Collaboration:

- Collaborate with other departments, such as payroll and tax to ensure cohesive and accurate financial reporting across the organization.

MINIMUM REQUIREMENTS

- Bachelor's or Master's degree in Accounting, Finance, or a related field.
- Proven experience in financial reporting, with a focus on small businesses, non-profits, or churches.
- In-depth knowledge of small business accounting standards and audit procedures.
- Strong analytical and problem-solving skills.
- Excellent communication skills for client interactions and team collaboration.
- Detail-oriented with a commitment to accuracy.
- Should possess self-management skills and ability to work with limited supervision, basic computer skills and competency.

OTHER JOB REQUIREMENTS

- Expert knowledge and understanding of accounting processes and required documentation.
- Ability to manage multiple clients/projects at a time with great time management and organizational skills.
- Excel, Word, Drake, QuickBooks and/or similar accounting/tax software knowledge
- Detail-oriented with an ability to be a self-starter, able to create efficiencies or solutions for existing or unexpected scenarios.
- Communicate effectively and professionally in writing, emailing, texting, and speaking on the phone.
- Additional duties as required by the job and as assigned by partner or client
- Effective time management skills.

DESIRED REQUIREMENTS

- Certified Public Accountant
- Public accounting experience