Job Description: Accounting Manager

Are you ready to make a difference as you support others making a difference? Do you like contributing to a team that cares about people and not just profit? Are you ready to join a strong agency as we write new chapters in our growth story? Pivot is a 14 year-old company with a proven track record in taking care of clients and supporting worthwhile causes around the country. We enjoy high client satisfaction rates, high employee satisfaction and a great culture. We are looking for a proven leader for our accounting team. We offer a flexible work environment, competitive salary and benefits, and an office full of some of the best people you will ever work with.

Pivot is a customer engagement agency that comes alongside our clients to help them comprehend their markets through our research division, connect with their audience through our marketing and creative services agency, and convert leads into opportunities through our training division. We are a group of dreamers and hard workers who love telling our clients' stories and making good things happen for good people.

ESSENTIAL DUTIES AND RESPONSIBILITIES (OTHER DUTIES AS ASSIGNED):

1. **Managing and overseeing the daily operations of the accounting department.**
2. **Timely production of monthly, quarterly and yearly financial reports, ensuring the quality of the company books.**
3. **Develop budget and track results.**
4. **Establishing and enforcing proper accounting methods, policies and principles.**
5. **Position may include providing support with HR depending on experience/company needs.**

Job Duties/Competencies:

- Direct and coordinate company financial planning and budget management functions.
- Assist in measuring benchmarks for financial and operating performance of Pivot business units (lines of business).
- Monitor and analyze monthly operating results against budget. Provide monthly reporting and review to CEO and company ownership.
- Lead cash management activities, including cash balance reporting and cash flow forecasts.
- Manage all accounting functions including, but not limited to: General Ledger, Payroll, Accounts Payable, Accounts Receivable and Invoicing.
- Prepare all account reconciliations including bank and visa statements.
- Perform regular monthly closing responsibilities including, but not limited to, journal entries, expense review, accruals, prepaids and revenue recognition adjustments.
- Ensure compliance with local, state, and federal reporting requirements.
- Advise Principals concerning financial planning and policy-making matters for accounting (and possibly HR depending on experience/company needs). Other HR support may be involved.

- Serve as primary contact relative to the company's CPA; prepare all workpapers for yearend tax return.
- Track Fixed assets and prepare personal property tax returns.
- Establish and oversee controls as applicable for credit cards, expenses, invoicing etc.
- Prepare payroll and process 401K deposits along with yearend NTCA reports. Research any payroll discrepancies for Oregon, federal or pertaining to multi state payroll.
- Commission Tracking and Payments.
- Identify new opportunities where accounting can add value to the business
- Continuously improve internal work processes and programs
- Work with AR & AP teams to build efficient processes across business units
- Prepare Adhoc reports as requested.

Supervisory Responsibilities
Supervise Invoicing/AR Specialist(s).

Qualifications
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and/or Experience
Accounting or Finance degree required.
5+ years of accounting experience.

Language/Communication Skills
Excellent written and verbal communication skills. Strong interpersonal skills and ability to build and maintain relationships at all levels of the organization.

Computer Skills
Proficient in Word, and PowerPoint. Advanced skills in Excel. Working knowledge of QuickBooks. Experience with credit card processing software such as Concur or Certify a plus.

Other Skills & Abilities
Ability to work independently with minimal supervision.
Excellent understanding of generally accepted accounting principles and internal control principals.
Ability to maintain confidential information.
Experience in a professional services organization a plus.
Experience with accrual accounting a plus.

Reasoning Ability
Strong analytical and problem solving skills, with the ability to manage and prioritize multiple projects and delegate tasks as appropriate.
Exceptional organizational skills and attention to detail. Ability to multi-task and adjust to meet multiple deadlines.

Certificates, licenses, registrations
CPA or CMA preferred.

Physical Demands	Work Environment
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 sit. The employee is frequently required to use hands to finger, handle, or feel. The employee is occasionally required to stand; walk; reach with hands and arms and talk or hear. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, color vision and ability to adjust focus.	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. The noise level in the work environment is usually quiet.
Department: Accounting/Finance *Reports To:* CEO	*Prepared By:* Pam Noland *Prepared Date:* 1-8-18 *Approved By:* *Approved Date:*