

## **AndyMark, Inc.**

### **Job Description**

**Position:** Director of Accounting

**Reports to:** President

**Job Summary and Key Objectives:** Manages all company finances including accounts payable, accounts receivable, budgeting and forecasting, human resources, payroll and benefits, risk assessment, and compliance.

#### **Key Responsibilities and Tasks:**

- Oversees all accounting data within the company and is responsible for its accuracy and legality.
- Generates needed financial reports and facilitates the communication of same within the company as requested.
- Serves as the contact with outside accounting and insurance firms to ensure compliance with all state and federal laws and to safeguard all company interests.
- Manages accounts payable by utilizing Quickbooks and Fishbowl software.
- Supervises all areas of accounts receivable, managing all deposits collected in company account upon receipt, reconciling all accounts monthly.
- Prepares and monitors budget reports.
- Processes bi-weekly payroll, including payment of any taxes due in a timely manner, also filing all quarterly payroll taxes within legal deadlines.
- Assists IT in management and training of staff on the QuickBooks Enterprise software.
- Maintains any vendor files, especially as necessary for taxes and insurance.
- Prepares monthly consignment sales reports for FIRST.
- Maintains company employee files, including all mandated records.
- Stays current with employment law and communicates pertinent news to directors.
- Manages all employee benefits, including Health Care Insurance, HSA plan, LTD and Term Life Insurances, COBRA, and 401(k) Plan, communicating same to employees, updating enrollee and plan information in a timely manner, and sending all payments to carriers as required.

#### **Preferred Qualifications and Education:**

- Bachelor's degree in accounting or related field or five years experience in accounting. Preference to MBA.
- Experience with QuickBooks accounting, FishBowl inventory software
- Competent in Microsoft Office 2007
- Experienced in accounting staff management
- Experience in accounting within a manufacturing business

NOTE: The responsibilities and tasks outlined in this document are not exhaustive and may change as determined by the needs of the company.