



A WELCOME TOUCH™

Position	Accountant
Reports to	Co-CEO
Job type/ Classification	Part-time/Non-exempt

Job Purpose

The purpose of the Accountant position is to direct and perform accounting activities, ensuring that proper accounting and recording of company transactions are performed in an accurate and timely manner. This position is supportive in nature and will be working closely with the Co-CEOs in a small office environment, providing knowledgeable and accurate information to enabling strategic leadership decisions.

Essential Responsibilities

1. Accounting management and reporting.

- Manage accurate and timely activities related to accounts payable/receivable, cash disbursements, invoicing/billing, customer credits and collections, payroll, perpetual inventory integrity, fixed asset records, general and entity accounting, cost accounting, budgeting, and reporting using Macola/Synergy software.
 - Responsibility for all general accounting and financial reporting duties.
 - Responsibility of annual budgeting process including overall comparison of actual operations to budgeted results, identifying variances, and providing action recommendations to Ownership.
 - Preparing financial statements and supporting schedules according to monthly close schedule.
 - Performing monthly bank reconciliations.
 - Entering and maintaining tenant charges, payments and deposits.
 - Entering and maintaining late fees and assisting with Collections of past due funds.
 - Initiating transfers and ACHs in the online banking system.
 - Manage new vendor onboarding.
 - Complete wire transfers for international vendors.
 - Recording payroll transactions.
 - Approving and posting monthly employee expense reports.
 - Calculating and paying royalties and commissions.
 - Providing auditors with required information.
 - Providing data for tax return preparation.
 - Answering questions and resolving customer issues.
 - Owner on-boarding and off-boarding communication related to the accounting function.
 - Entering accounting information for lease agreements and management agreements.
- Manage outsourced functions, such as payroll, preparing/filing/explaining 1099s, preparation/filing of quarterly sales tax returns.
- Manage commercial banking relationships to facilitate an appropriate credit resource under highly competitive terms.
- Interface with outside audit firm(s), banks and lessors, casualty/liability insurance agents, credit card companies, and collection agencies.

2. Compliance and record keeping.

- Prepare reports for internal use as well as required by regulatory agencies.
- Develop and document business processes and accounting policies to maintain and strengthen internal controls.
- Safeguard assets and assure accurate and timely recording of all transactions by implementing disciplines of internal audits, processes and policies, controls and checks across all departments. Ensure quality control over financial transactions and financial reporting.

3. Purchasing and Logistics.

- Review supplier agreements to insure completion in a timely manner and assist in price and/or payment terms negotiations as requested.

4. Additional Responsibilities.

- Abide by core values and vision of Heritage Lace.
- Maintain regular, punctual attendance and behavior in a non-violent and professional manner.
- Please note this position profile 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.

Competencies

- Business acumen.
- Computer and accounting software skills.
- Strong organizational and management skills.
- Ability to see the big picture while focusing on the process and procedures necessary to produce deliverables.
- Meticulous attention to detail and accuracy in work product.
- Ability to meet and establish deadlines.
- Excellent interpersonal skills and a team player.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations; ability to respond effectively to the most sensitive inquiries and complaints.
- Effective and persuasive presentation skills needed.
- Must be able to calculate figures and amounts for all bookkeeping, payroll, budgets, statistical analysis and probability statements.
- Honesty, discretion and confidentiality.

Required Education and Experience

- Bachelor's Degree in accounting or related area.
- Five years or more of related experience and/or training, or equivalent combination of education and experience.
- Thorough knowledge of accounting principles and procedures.
- Experience with forecasting, budgeting, creating financial statements, general ledger functions and the month-end/year-end close process.
- Corporate accounting experience, including overheads and payroll.
- Experience using accounting software/ERP.

Preferred Education and Experience

- CPA license.

Working Conditions/Hours of Work

This position operates in a professional office environment. This role routinely uses standard office equipment. Days and hours of work are Monday through Friday, 8:00 – 5 pm.

Travel

Travel is primarily local during the business day.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function 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 occasionally required to exert light physical effort equal to frequent lifting or moving of lightweight materials up to 20 lbs; to sit, stand, bend and reach regularly; talk and hear.

Supervisory Responsibility

The Accountant supervises the Office Manager in accordance with the company policies and applicable laws.

Responsibilities include interviewing, hiring, planning, assigning, directing work, rewarding, disciplining employees, conducting performance reviews and resolving problems.