



## JOB ANNOUNCEMENT

Position Title:	Accounting Manager
Company:	SIRCO
Location:	Herlong, Ca
Date of announcement:	September 6, 2023
Closing date:	Open Until Filled
Hours:	Full Time
Salary:	DOE

### **Position Summary:**

Provide On-site leadership of the finance and accounting department and its staff. Ensure compliance with relevant standards, accurate, and timely daily, weekly, and monthly financial reporting as applicable for all company activities, and assist Executive Management in making educated economic decisions about the company's future. The Finance Department is small so many of the responsibilities will be self-performed.

The Accounting Manager is responsible for the preparation and fair presentation of financial statements in accordance with accounting principles generally accepted in the United States; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### **Responsibilities:**

1. Manage the On-site activities of the accounting department for the accurate and timely dissemination of financial management reports, including, but not limited to, monthly financial statements.
2. Weekly revenue summary and other reporting as directed by management and the SIRCO Board.
3. Manage the On-site activities of the disbursement department, ensuring the accurate and timely processing of accounts payable, petty cash, core employee expense reports, cash control, payroll processing, and total corporate payroll tax compliance.
4. Manage the On-Site activities of the accounts receivable departments to ensure the accurate and timely management of all accounts receivable aging components including billing, cash receipts application, quarter and year-end payroll closing including federal and state reports.
5. Progress billing for large contracts.
6. Report to management and the SIRCO Board with accurate and timely work of financial information and staff assignments to ensure deadlines are met.
7. Perform timely and accurate AD-Hoc.

8. Main point of contact for external auditor and lead/manage annual audit.
9. Assist in the Annual budget process.
10. Ensure tax reporting compliance to ensure the accurate and timely completion of all tax returns and payments made to appropriate governmental entities.
11. Assist with establishing, and documenting accounting procedures to ensure accounting best practices.
12. Maintain and monitor systems of internal controls that verify the integrity of all accounting systems, processes, and data.
13. Communicate with co-workers, management, SIRCO Board, clients, and others in a courteous and professional manner.
14. Conform with and abide by all regulations, policies, work procedures, and instructions.
15. Continually evaluate, recommend, and assist in implementing financial reporting efficiencies.
16. Assist in the evaluation of staff and department staffing needs.
17. Lead, guide, and mentor on-site staff members to ensure adherence to accounting and reporting best practices.
18. Lead strategic, and financial decision-making, ensure appropriate bookkeeping and accounting systems are accurately maintained, complete weekly soft closes, and close the books monthly. Lead subsidiary business managers to implement the same systems in the businesses they manage.
19. Collaborate with the Operations Manager to plan for profitability.

**Requirements:**

1. Bachelor's Degree in Accounting, Finance, or Business Admin. with a concentration in Accounting
2. 5 years managing a finance department and its staff
3. Understanding of GAAP, GASB, Multiple entity reporting and consolidation
4. Possesses a complete knowledge of general ledger accounting, accruals, and financial reporting
5. Understanding and documenting internal controls and accounting procedures
6. Advanced Excel, Word, Adobe Pro systems, Google/Outlook Email, Dropbox
7. Basic math skills and 10key
8. Proficiency in QuickBooks Enterprise Systems
9. Full Payroll Processing, including CA and 941 taxes, quarterlies, W-2s, 1099's, and 401(k) contribution submittals.
10. Well organized, ability to multi-task and work well in a fast-paced environment
11. Familiarity with office management systems and procedures
12. Excellent written and verbal communication skills
13. Strong organizational and planning skills
14. Ability to work with minimal supervision and familiarity with remote office environments
15. Must be able to work extended hours as needed
16. Adhere to strict confidentiality

**Strongly Desired:**

1. Experience with Project Cost Accounting requirements for Government Contractors.
2. Experience with DCAA (Defense Contract Audit Agency) compliance accounting systems.

**Open to all applicants that meet job requirements.** Preference in hiring as noted below:

1<sup>st</sup> Preference: Tribal Member Preference

2<sup>nd</sup> Preference: Will be given to Native Americans (42 CFR 36.221)

3<sup>rd</sup> Preference: Documented proof of Veteran's status, i.e. DD-214 or Veteran's Benefits Card

**WORKPLACE ENVIRONMENT:**

**PHYSICAL SAFETY:** The work requires minor physical exertion, such as short periods of standing, walking over rough/uneven surfaces, some recurring bending, crouching, stooping, stretching, reaching, or similar activities. The job may require recurring lifting of lightweight objects with infrequent bending or stooping.

**HOW TO APPLY AND APPLICATION REQUIREMENTS**

All applicants are required to submit a completed application. Applications can be found on our website at: [WWW.SIRCORPORATION.COM](http://WWW.SIRCORPORATION.COM).

Only **complete** applications will be considered. For your application packet to be considered complete you must attach the following documents:

1. Completed application for employment
2. Copy of your AA or BA / BS degree
3. A copy of your resume and any other certifications
4. Copy of your valid driver's license
5. Copy of Tribal Card, if claiming Indian Preference
6. Copy of DD-214 or other proof of Veteran status, if claiming Veteran Preference

Complete applications can be mailed to or dropped off in person at SIRCO located at 447-160 Lassen St, Herlong, CA 96113, Monday through Friday from 8:30am to 4:30pm. They may also be emailed to the Office Manager at [EALLISON@SIRCORPORATION.COM](mailto:EALLISON@SIRCORPORATION.COM) or faxed to 530-402-4031.