



Job Description

Reporting to the Controller, the Accounting Manager leads a team of five (5) employees, that make up the accounts payable and accounts receivable team. This position requires strong financial acumen, attention to detail, and the ability to lead and motivate a team to achieve departmental objectives. The Accounting Manager also ensures accuracy, compliance, and efficiency in all accounting processes.

Responsibilities:

- Plan, organize, and manage the day-to-day operations and activities of the accounts receivable and accounts payable staff.
- Supervise the invoicing process, ensuring accuracy, completeness, and timeliness of customer invoices.
- Oversee the collections process, monitor aging accounts receivable, and implement strategies to improve collection efficiency and reduce outstanding balances.
- Evaluate creditworthiness of new customers, establish credit limits, and monitor credit exposure to minimize bad debt risk.
- Maintain positive relationships with customers, address billing inquiries and disputes promptly and negotiate payment arrangements when necessary.
- Manage and mentor the team, providing guidance, training, and performance feedback to foster professional growth and ensure departmental goals and deadlines are met.
- Assist in month end processes including Balance Sheet Reconciliations and analysis.
- Identify opportunities for process improvements, automation, and efficiency gains within the accounting team and function.
- Ensure compliance with company policies, accounting standards, and regulatory requirements related to accounts receivable and accounts payable.

To be successful you will need:

- Bachelor's degree in accounting, Finance, or related field; working towards or completed CPA Designation.
- Proven experience (5+ years) working in a fast-paced accounting department, with at least 2 years in a supervisory/managerial capacity.
- Proficiency with accounting software.
- Strong written and communications skills.
- Detail oriented, organized, and able to prioritize tasks to meet deadlines.
- Sound knowledge of management, finance, and accounting principles.
- Leadership and team management experience, with a focus on coaching, development and performance improvement.
- Microsoft Dynamics NAV experience is considered an asset.
- Advanced Excel skills.