|  |  |
| --- | --- |
| **Title:** | **Accounting Supervisor** |
| **Reports to:** |  |
| **Supervises:** |  |
| **Classification:**  (fulltime,exempt) |  |
| **Location:** |  |
| **Pay range:** |  |

**Summary:** Responsible for the day-to-day operation of all accounting functions and financial reporting for company. Supervises three team members in the payroll, AR and AP functions and provides guidance to store-based bookkeepers.

Duties and Responsibilities:

* Essential Duties
* Responsible for the integrity of general ledgers.
* Reviews and maintains the cost center and chart of account structures.
* Assists in processing and controlling cost center expenditures
* Ensures that the Accounts Receivable accounts are current and statements sent monthly
* Ensures that the invoice match and vendor accounts payable processes are efficient and current.
* Prepares, verifies, and controls the entering of journal entries to the general ledger.
* Evaluates subsidiary journals for obvious errors and omissions and enters corrected data into the general ledger.
* Performs all tasks associated with the general ledger, i.e., enters monthly journal entries, executes monthly closing entries, executes month-end general ledger (by cost center and by natural account).
* Interfaces with Marketing/Merchandising to determine the monthly Advertising Expense and Vendor Co-Op Accruals
* Interfaces with Merchandising to collect credits from vendors for returns, expired product and marketing / markdown funds.
* Reviews monthly balance sheet and profit-and-loss statements.
* Coordinates monthly closing and production of financial statements to guarantee timely reporting.
* Reviews, and verifies the financial statements to ensure that the information is reported properly reflects the company's financial position.
* Reviews supporting schedules to ensure that the Company's accounting practices are being maintained, i.e., insurance, fixed assets, amortization of prepaid; makes recommendations where applicable.
* Reconciles the asset values reported to the various balance sheet accounts.
* Prepares state sales and use tax reports.
* Prepares weekly cashflow projections.
* Reconciles cash accounts.
* Reviews accounts payable aging and vendor statements for problems.
* Creates, supports and leads projects relative to accounting-related, process improvement initiatives at store level.
* Abide by all standards of integrity and compliance with all company policies, procedures and employee manual
* Perform other tasks as may be reasonably assigned

**Qualifications:**

* Essential Skills and Abilities
  + A high level of enthusiasm and personal energy
  + “Servant” leadership mindset willing to deliver high impact service to internal/external customers
  + Excellent written/oral communication skills
  + Advance to expert skills working with Microsoft Excel
  + Intermediate level MS Word/Outlook skills
  + Intermediate to Advance MS Power Point Skills
  + 5 years of general accounting experience
  + Knowledge of generally-accepted, accounting principles, practices, and procedures on manual and automated systems.
  + 3-5 years inventory accounting, invoice match and vendor accounts payable experience
  + Advance experience working in accounting solutions with preference toward MS Dynamics / Navision / Business Essentials.
  + 1-2 years of direct payroll process experience
* Preferred Skills & Abilities
  + Strong working knowledge of Retail (Cost Method) Inventory Accounting and relevant controls and processes.
  + Strong working knowledge of Microsoft Power BI is desired
  + Strong working knowledge of Retail Merchandising & Store Point of Sale Systems
  + 3-5 years of accounting experience working in a multi-store Retail environment
  + Familiarity with Information technology processes, practices and capabilities
  + Internal Audit or Sarbanes Oxley audit experience

* Education & Experience
  + High School diploma or equivalent
  + Bachelor’s Degree in Accounting
* Travel
  + Periodic store day visits are encouraged especially during peak sales periods.

Acknowledgment:

I have read the attached job description and fully understand the duties and responsibilities expected of me as a Retail Team Member. In addition, I understand that this job description does not constitute a contract of any kind.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Team Member Signature Date