



**Visit our Design Center**

(239) 257-3295

1213 Cape Coral Parkway E.

Cape Coral, Florida 33904

## **Finance Manager**

Prepared 8/10/2020 for Potential Candidates

### **JOB DESCRIPTION**

The Finance Manager position is responsible for the accurate reporting of the company's financial statements, general ledger, payroll, managing and over-seeing accounts payable and accounts receivable, and various special analyses. This position is also responsible for the efficient management of the company bookkeeper, and reports directly to the CFO.

### **RESPONSIBILITIES AND DUTIES**

- Responsible for managing and overseeing the bookkeeper(s) schedule, responsibilities, and workload to ensure completion and accuracy
- Review daily bank records for the company
- Approve overhead payable invoices for pay runs
- Ensure all insurance policies are current, including monthly workers comp and builders risk reporting
- Collect time sheets and run weekly payroll; print checks and distribute weekly
- Manage all Health Care deductions for employees
- Manage PTO accruals and tracking
- Work with project managers for weekly customer A/R invoicing
- Review and monitor A/R report weekly
- Work with bookkeeping to create and review unpaid bills report twice monthly for A/P pay runs
- Monitor and ensure all credit cards, revolving credit accounts, and vendor payable accounts are accurate and reconciled monthly.
- Review bank statements for reconciliation monthly
- Conduct and oversee monthly close-out process
- Open new vendor accounts
- Work with CFO for prepare year-end books for tax review and filing with CPA
- Issue annual 1099's
- Assist in annual insurance audits with assistance from CFO
- Set up new employees in QuickBooks, file new hire report with State
- Manage fleet registration and renewals
- Manage all commission payments to salespersons; track draws against commission
- Provide ad hoc reporting for the CFO and President
- This job description is subject to change as the company grows and needs morph. This position is to be a team player and help in all areas, as needed.