



Accounting Manager

Tracking Code

2017-101

Job Description

VERVE is currently seeking an Accounting Manager to join our team. As an Accounting Manager, you will be responsible for the accurate and timely project accounting of the department as well as expanding and managing project accounting staff. This opportunity could lead to a Director and CFO position in the future.

RESPONSIBILITIES:

- Day to day management of accounting department, including monitoring general accounting practices, accounts payable, accounts receivable, cash management and the general ledger.
- Monthly close, preparation of financial reports for senior management; Ad hoc analysis as needed.
- Ensure performance of accounting database, systems upgrades, and improvements.
- Ensure that financial statements are in accordance with GAAP.
- Participate, manage, and assist with the integration of international office operations into a central database.
- Manage VERVE's annual audit with outside CPA firm.
- Will be responsible for internal audit work of domestic and international operations and management of government overhead audit.
- Acts as mentor by coaching and motivating teams and individuals; fostering an environment of mutual respect and trust among members of the group as it grows and develops.
- Supports diversity, VERVE programs and develops continuing education opportunities.
- May educate and/or guide non-financial staff on accounting procedures.
- Takes personal responsibility for fostering a green workplace through sustainable work practices.

Required Skills

- Knowledge of accounting and finance principles and practices, and the analysis and reporting of financial-related reports. Advanced knowledge of project accounting concepts and practices.
- Proficiency in MS Office, including Word, Excel and Outlook.
- Proficiency in Deltek Vision or similar project accounting software preferred.
- Ability to communicate effectively, both verbally and in writing at all management levels.
- Strong analytical skills with the ability to manage multiple tasks concurrently needed.
- Ability to work independently and within a team environment.

Required Experience

- Bachelor's degree in accounting and 7 plus years' related accounting experience; or an equivalent of education and experience required.
- Public accounting experience required.
- Supervisory experience required.



- Accounting experience in an architecture/engineering firm and/or project accounting experience preferred.
- MBA in Finance Preferred.

VERVE is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, age, genetic information, sexual orientation, status as a protected veteran or status as a qualified individual with a disability, or any other characteristic protected by applicable Federal, State or Local law.

Job Location

VERVE - San Francisco, California, United States

Position Type

Full-Time/Regular but will consider Part-Time leading to a full time position.