



Accounting Manager

The Accounting Manager will be responsible for examining, analyzing, and interpreting accounting records to assist in processing accounts payable, recording revenue, validating payroll data, and preparing financial statements. The person will also manage and review financial data prepared by others and compile reports for management; assist in responding to audit inquiries by performing analysis, providing explanations, and converting supporting documentation to electronic format.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Manage banking activity for fraud or irregular transactions
- Manage the review, compilation, and preparation of invoices
- Oversee all vendor inquiries regarding payment status and irregularities
- Review and correct outstanding receipt of goods transactions
- Review issued checks for accuracy
- Prepare and submit invoices to customers in accordance with customer purchase order
- Update revenue, accounts receivable, and sales cycle reports.
- Manage sales commissions analysis
- Prepare general ledger reconciliations to facilitate monthly financial close
- Review timecard submissions and collaborate with employees to make corrections
- Document procedures and policies for areas of responsibility
- Maintain current knowledge of organizational policies and procedures, federal and state policies and directives, and current accounting standards
- Provide direction and assistance to other organizational units
- Other duties as required

BASIC QUALIFICATIONS, EXPERIENCE, SKILLS AND EDUCATION REQUIRED

- Bachelor's degree in Finance or Accounting
- 5-7 years of experience, preferably in a manufacturing environment
- Skills required include problem solving, critical thinking, reading comprehension, management of financial resources, systems evaluation, and writing for small to medium sized businesses

ITAR/EAR CRITERIA

- This position will require lawful access to ITAR/EAR controlled information and employees in these roles will need to meet those requirements. Requirements include US Citizenship, US Permanent Resident or ability to meet contract-specific licensure requirements.

EMPLOYMENT CATEGORY

- Regular full-time

LOCATION OF EMPLOYMENT

- Albuquerque, NM

Send resume/CV via e-mail to careers@3DGSinc.com