

## Job Description and Specification

POSITION TITLE: Retail Accounting Manager  
DEPARTMENT: Accounting  
REPORTS TO: Vice President and CFO

### GENERAL SUMMARY

Provide retail accounting support to our member stores which includes producing monthly financial statements, sales and use tax returns, payroll and annual corporate/personal tax returns.

### ESSENTIAL JOB FUNCTIONS

1. Provide premium customer service to ensure reports and returns are issued timely to meet deadlines.
2. Educate clients on using QuickBooks when necessary.
3. Provide guidance and supervision to retail accounting associates on payroll, financial reporting, tax preparation and various projects.
4. Prepare monthly bank reconciliations, sales tax returns and financial statements.
5. Prepare year-end 1099 reporting and personal property tax returns.
6. Prepare/Review Corporation, S-Corporation, Partnership and Individual tax returns using ATX.
7. Maintain fixed assets and depreciation records.
8. Respond to customer inquiries regarding accounting and/or tax issues.
9. Performs other related duties as assigned by management.

### KNOWLEDGE, SKILLS AND ABILITIES

1. Knowledge of and skill in using computer software, including Microsoft Navision & Jet Reports, QuickBooks, FAS, Sage HRMS, MS Excel and tax preparation software.
2. Ability to pay close attention to detail and coordinate various activities simultaneously.
3. Ability to communicate with customers, co-workers and business contacts in a courteous and professional manner.
4. Ability to work with minimal supervision.
5. Ability to maintain confidentiality.

### EDUCATION AND EXPERIENCE

CPA license required

A minimum of 3 years' experience in Public Accounting

Note: The statements herein are intended to describe the general nature and level of work performed by employee assigned. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel assigned.