# **NSCA**

# **Sample Position Description**

# **Title:** Accounting/Purchasing Manager

**Reports to:** President/General Manager

**Class:** Full-Time

**Type:** Salary

**Revised:** 9/5/20XX

# **Primary Role:**

# *Responsible for carrying out all company goals and objectives as it relates to this position. Maintains accurate information in the company accounting system. Responsible for purchasing customer equipment, invoicing customer accounts for both sales and service and accounts payable. Responsible for generating monthly financial reports for management.*

**Responsibilities:**

1. Responsible for all daily bank transactions. This will include depositing, borrowing and transferring of funds
2. Complies to all local, state, and federal regulations in all accounting activities
3. Responsible for the preparation and distribution of monthly financial statements and reports
4. Assures that monthly financial statements are complete by the 5th working day of each month
5. Works directly with President/General Manager to design and improve accurate bookkeeping and reporting procedures
6. Responsible for accurately tracking and billing all recurring revenues (rental and maintenance agreements)
7. Accurately enters all service tickets weekly and files appropriately
8. Enters all sales orders into accounting system
9. Orders all job and service related equipment from appropriate vendors
10. Responsible for monitoring equipment costs to assure that the optimum price is received
11. Responsible for accurate and timely billing of all customer accounts upon notification of completion
12. Responsible for accurate payment of all vendor accounts
13. Contacts delinquent accounts to request payment and follows up until the account is current
14. Other duties as required or assigned by company management

### **Accountability:**

# The Accounting/Purchasing Manager will be accountable to the President. Secondary accountability will be to the other management team members, employees and customers of the company.

# **Qualifications:**

The Accounting/Purchasing Manager shall possess a minimum of a two-year degree in the field of Accounting or Business or an equivalent combination of education and experience. This person must be able to manage multiple tasks simultaneously and be familiar with the preparation of standard financial statements. Experience with {accounting program} required.

## Travel:

None

**Additional Skills and Abilities:**

1. Excellent written and verbal communication skills.
2. Must be responsible, self-motivated, self-starter, personable and well-organized.
3. Superior customer service skills to deal with both internal and external customers.
4. Ability to manage multiple tasks simultaneously.
5. Strong interpersonal skills; ability to work with diverse groups.
6. Proficiency in the use of personal computers including such programs as MS Word, Excel, Access, PowerPoint and Outlook.
7. Ability to demonstrate planning, organizing and implementing skills which allow the successful completion of a project by a specific due date.
8. Must be able to effectively handle stressful situations.
9. Must be able to read and effectively interpret general business documentation.
10. Valid and current drivers license.

**Physical, Mental and Environmental Requirements:**

1. Employee is required to stand, walk, climb, sit and use hands and fingers.
2. Some light lifting of objects is required.
3. Reaching, grasping and carrying activities also required.
4. The noise level in the work environment is usually moderate.
5. Although most work is performed inside, occasional outside activities are subject to seasonal temperature fluctuations.

All requirements may be modified to reasonably accommodate individuals with disabilities.

This job description does not list all the duties of the job. You may be asked by supervisors or management to perform other instructions and duties. You will be evaluated in part based upon your performance of the tasks listed in this job description.

Management has the right to revise this description at any time. The job description is not a contract for employment, and either you or the employer may terminate employment at any time, for any reason as outlined in the employee manual or other written agreement.