

What is the name of your organization?

A2 Carved-N-Stone

Applicant Information**What is the job title of the position you are seeking to fill?**

Accounting & Business Manager

Where is the job location?

Acworth, Georgia

How is the job classified?

- Full-time

What qualifications are desired?

- High school diploma or equivalent; degree in business administration, accounting, finance or relevant field preferred
- 2+ years of bookkeeping/accounting/business management experience
- Proficient with QuickBooks systems and Microsoft Office
- Excellent communication and math skills
- Knowledge of payroll and bookkeeping principles

What are the responsibilities/duties?

We are seeking an experienced and detail-oriented Accounting & Business Manager to monitor the accounting and business needs of our growing company. You will assist in recording financial transactions into QuickBooks and verify that they are accurate, managing all accounts payable, time tracking and payroll preparation, obtaining certificates of insurance (COI), insurance procurement and assessment, and other business-related items.

You will also be responsible for generating regular financial reports (Profit/Loss, Overhead, etc.) for upper management. Our ideal candidate has worked as a previous Business Manager for at least two years and has experience in QuickBooks, managing Accounts Payable processes, Payroll, Insurance procurement, and management bank accounts. The ideal candidate will be hardworking, self-motivated, with high performance standards, a willingness to learn and listen, prompt and responsible. Someone who takes pride in their work and wants to grow with the company is a must.

Duties and Responsibilities

- Review financial transactions for accuracy and ensure Accounts Payable Process is adhered to
- Input transactions into the correct ledger within our accounting system
- Work directly with Production, COO, and CFO to ensure that vendors are paid as they come due
- Assist in management and procurement of insurance
- Process company payroll, summarize daily time logs. Work directly with the Production team to obtain accurate information.
- Position is full-time and in-office. Hours are from 7:30am-4:30pm, Monday through Friday.

Are you looking for a current student or alumni?

- Alumni

What is the pay rate?

Salary

Through what method would you like someone to apply?

- Website
- Email

Please provide the link or address for the application.

<https://a2carvednstone.com/careers>