

Company Name

Street Address
Your City, ST ZIP

YOUR LOGO

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YOUR PLACE IN THE COMPANY: **Accounting Manager**

YOUR LEADER: VP-Finance

WHO YOU LEAD, TEACH AND SUPPORT: None

HOW YOU HELP THE COMPANY SUCCEED: Process all financial documents, including subcontractor and supplier invoices, payroll, expense reports, office general and administrative and owner invoices.

MAIN RESULTS EXPECTED FROM YOU:

- Assist in an orderly cash flow through the retirement of the company's liabilities and the collection of revenues owed to the company.
- Provide documentation of cash flow activities.
- Provide documentation of cash and asset management activities.
- Understand, manage and transfer the financial risks of the company as instructed by management.
- Manage the bonding requirements of the company.

MAIN WORK YOU DO:

- Ensure that all cash flow activities will be evidenced by a written instrument including, but not limited to, customer invoices, vendor invoices, deposit slips, etc.
- Age Accounts Payable and Accounts Receivable summaries as follows: Current, 31-60 days, 61-90 days, more than 90 days.
- Assist in the management and collection of change orders.

The information above represents the **minimum** expectations for this position.

Please feel free to exceed those expectations.