**Company Name**



Street Address

Your City, ST ZIP

**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.