

## Finance Manager

**Job Summary:** Under the direction of the Director of Administration and Finance, the Finance Manager is responsible for all aspects of the firm's accounting and financial management requirements. The Finance Manager is responsible for the efficient and timely development, completion, maintenance, control, recording, and reporting of the accounting and financial operations of the firm.

- Responsible for the administrative management of the firm's accounting systems, including organization, accounting personnel, and development of policies and procedures.
- Ensures the efficient production of all financial reports, examines such reports, and makes observations and conclusions to the Director of Administration and Finance. Reports shall include analyses of all revenue sources, billed and unbilled time and disbursements, accounts receivable and payable, cash flow, balance sheets, profit and loss statements, and all other reports as deemed necessary by the firm.
- Supervises the Accounting Manager. Oversees designing and implementing programs to integrate departmental employees to systems and procedures. Assists the Accounting Manager with anticipating the personnel needs of the department.
- Provides information to the firm's accountants for preparation of annual review, tax returns, and all other government reports.

**Qualifications:** A successful candidate will possess the following skills:

- Approximately ten years of progressively responsible related work experience necessary to gain the expertise needed to manage complex financial and banking relationships in a professional services firm.
- Ability to concentrate and conduct a complex and detailed analysis of financial situations. Work occasionally requires a high level of judgment. Must be able to perform the essential duties of the position with time constraints and interruptions.

## **To Apply:**

Qualified candidates may send their resume, in confidence, to the address [hr@hembar.com](mailto:hr@hembar.com).