

## Director of Accounting and Human Resources

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Date: February 14, 2019

### Position Description

#### Job Purpose

To oversee the overall administration, coordination and evaluation of the Accounting and Human Resource functions of the organization.

#### Organizational Relationships

Reports to the Managing Partner

#### FLSA Status

Exempt

### Essential Functions and Responsibilities

#### Accounting:

1. Oversees the activities of the Accounting department for the accurate and timely dissemination of financial management reports including, but not limited to, monthly financial statements, annual audits and budgets
2. Oversees the activities of the disbursement process, ensuring the accurate and timely processing of accounts payable, insurance carrier payments, employee expense reports, cash control, payroll processing and payroll tax compliance
3. Oversees the activities of the accounts receivable function to ensure the accurate and timely management of all accounts receivable aging components including billings, cash receipts application, etc.
4. Oversees cash flow management, including analysis of investment options, communication to the Managing Partner of these options and investment of daily excess cash consistent with direction from the Partners
5. Assures income tax compliance to assure the accurate and timely completion of all informational and tax returns, including communication with outside expertise as needed
6. Establishes and maintain systems and controls that verify the integrity of all systems, processes and data, and enhance the company's value
7. Responds to Managing Partner as assigned with accurate and timely work to facilitate his requests for organizational financial needs
8. Participates in a wide variety of special projects and compile a variety of special reports
9. Maintains organizational compliance with General Accepted Accounting Principles (GAAP), state, Federal and local regulations, organizational policies, work procedures and instructions
10. Prepares financial presentations at Managers' Meetings, Partner Meetings and Annual Meeting as required
11. Recommends and coordinates annual audit of the organization's records by an independent Certified Public Accounting firm

**Human Resources:**

1. Reviews and makes recommendations to executive management for improvement of the agency's policies, procedures and practices on personnel matters
2. Maintains knowledge of industry trends and employment legislation and ensures agency's compliance
3. Maintains responsibility for agency compliance with federal and state legislation pertaining to all personnel matters
4. Communicates changes in agency personnel policies and procedures and ensures proper compliance is followed
5. Assists executive management in the annual review, preparation and administration of agency wage and salary program
6. Consults with legal counsel as appropriate, or as directed by the Managing Partner, on personnel matters
7. Works directly with department managers to assist them in carrying out their responsibilities on personnel matters
8. Develops and maintains a human resource system that meets agency personnel information needs
9. Acts as Trustee and oversees administration of employee benefit plans including 401(k), profit sharing and self-insured health plan
10. Supervises the staff of the human resource department
11. Participates on committees and special projects and seeks additional responsibilities

## Job Specifications

**Competencies**

1. Bachelor's Degree in Accounting or Finance
2. MBA, CPA or CGMA certification
3. Ten years of hands-on accounting managerial experience
4. Five years human resource experience and/or education and training equivalent
5. Financial Management
6. Business Acumen
7. Technical Capacity/Computer Literacy
8. Performance Management
9. Personal Effectiveness/Credibility
10. Ethical Conduct
11. Leadership
12. Problem solving/Analysis
13. Strategic Thinking
14. Communication Proficiency

**Supervisory Responsibility**

This position is responsible for managing the Accounting/Human Resource department.



### **Work Environment**

This job operates in a clerical office setting. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

### **Physical Demands**

This is largely a sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets and bend or stand as necessary.

### **Position Type/Expected Hours of Work**

This is a full-time position. Exempt employees are expected to work hours as needed to accomplish the functions and responsibilities as indicated above. Evening and weekend work may be required as job duties demand.

### **Travel**

This position may require minimal travel.

### **Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

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*Physical requirements of the position are subject to modification to reasonably accommodate individuals with disabilities. Thomas McGee is an Equal Opportunity Employer.*

## **To Apply**

Please send your resume to Ron Wilson: [rwilson@thomasmcgee.com](mailto:rwilson@thomasmcgee.com)